

Dental Clinic Rotation Scheduler, Clinics
University at Buffalo, The State University of New York

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Posted Sep. 1, 2023, set to expire Aug. 4, 2024

Job Title	Dental Clinic Rotation Scheduler, Clinics
Department	Clinics
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Sep. 1, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Health Services Administrative Support/Services
Job Website	https://www.ubjobs.buffalo.edu/postings/44906

Apply By Email

Job Description

The University at Buffalo [School of Dental Medicine](#) in the University at Buffalo School of Dental Medicine is seeking applicants for a full time Dental Clinic Rotation Scheduler who will have the following major responsibilities:

- Serve as a supervisor to a team of patient managers including management duties such as: approving time off, performance reviews, hiring, terminations, work assignments, team meetings and producing production reports for the team.
- Manage the assigning of faculty chairs in the dental management software ahead of each semester.
- Facilitate daily changes to the clinic schedule through coordination of challenging faculty and student schedules. This includes reaching out to faculty and staff to ensure there is no gap in

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patient coverage.

- Provide monthly reporting to leadership on faculty clinic effort.
- Build, distribute and maintain rotation schedules for all Pre-Doc students each semester.
- Thoroughly communicate all changes to schedules with effected parties in the clinic and the school.
- Additional project work as assigned by leadership.

Monday - Friday

8:00 a.m. - 4:30 p.m.

Salary is commensurate with experience and ranges \$40,000 - \$60,000

Outstanding Benefits Package

Working at University at Buffalo Foundation (UBF) comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit - all in an effort to support your work-life effectiveness. Visit our [UBF benefits website](#) to learn about our benefit packages.

About The University at Buffalo

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the University at Buffalo.

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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