

Post Graduate Education Coordinator, Pharmacy and
Pharmaceutical Sciences
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=223569>

Downloaded On: May. 8, 2024 11:52pm

Posted Oct. 13, 2023, set to expire Aug. 4, 2024

Job Title	Post Graduate Education Coordinator, Pharmacy and Pharmaceutical Sciences
Department	Pharmacy
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Oct. 13, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Fiscal Services Graphic Design/Marketing Administrative Support/Services
Job Website	https://www.ubjobs.buffalo.edu/postings/45821

Apply By Email

Job Description

The UB School of [Pharmacy and Pharmaceutical Sciences \(SPPS\)](#) is currently looking for a Staff Assistant to provide valuable support to the school's postgraduate programs and the Office of Continuing Pharmacy Education (CPE). The Staff Assistant will oversee postgraduate trainee onboarding, plan and manage postgraduate events, coordinate communication and marketing, and serve as the administrative point of contact for the postgraduate training program. Additionally, the Staff Assistant will work with the Office of CPE to contribute to smooth execution of both in-person and webinar continuing education programs.

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Key Responsibilities/Job Duties:

- Collaborate with the Director of Postgraduate Education and the Associate Director of Continuing Pharmacy Education (CPE) on various projects to ensure program success.
- Coordinate postgraduate training programs and Continuing Pharmacy Education (CPE) programs.
- Contribute to marketing efforts by updating promotional materials and websites.
- Manage the postgraduate trainee onboarding process, including the distribution of equipment and supplies.
- Provide administrative support for recruitment activities at different forums and showcases.
- Organize, plan, coordinate, and oversee events, as needed.
- Assist in the management of accreditation related documentation for postgraduate educational programs.
- Attend and contribute to divisional meetings.
- Provide administrative support for various committees by taking minutes, positing agendas, and following up on action items.
- Assist with budget preparation and distribution as needed.

Outstanding Benefits Package

Working at UB 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 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.

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Minimum Qualifications

- A minimum of a bachelor's degree
- Ability to communicate effectively with postgraduate trainees (residents and fellows), team members, and leadership.
- Ability to balance multiple projects and other responsibilities with accuracy and attention to detail while meeting appropriate deadlines and timeframes.
- Strong organizational skills.
- Effective problem-solving skills.
- Ability to work independently and as part of a team.

Preferred Qualifications

- Experience in higher education, working with faculty, staff, and students.
- Experience with University at Buffalo policies and procedures.
- Experience in managing external relationships, coordinating programs, and utilizing database management systems, with a proficiency in Microsoft Office suite.
- Advanced skills in professional writing and communication.

Contact Information

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

Contact

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