

Center of Excellence for Alzheimer's Disease Program
Specialist
University at Buffalo, The State University of New York

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Posted Dec. 15, 2023, set to expire Aug. 4, 2024

Job Title	Center of Excellence for Alzheimer's Disease Program Specialist
Department	Neurology
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Dec. 15, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administrative Support/Services
Job Website	https://www.ubjobs.buffalo.edu/postings/47097

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Job Description

The [Center of Excellence for Alzheimer's Disease \(CEAD\)](#) is a Department of Health funded program to support the Alzheimer's Disease and Memory Disorders Center (ADMDC) at the University at Buffalo to provide state of the art medical services consistent with evolving practice standards which enhances and standardizes AD/D care in the region.

The goal is to:

- Facilitate early diagnosis
- Provide assistance with care planning
- Educate the health care workforce and integrate special populations

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The CEAD is seeking a professional to fill the position of Center of Excellence for Alzheimer's Disease Program Specialist, who will assist the PI and program director in delivering CEAD program activities.

Primary responsibilities of the Program Specialist include, but are not limited to:

- First contact for scheduling and coordinating activities
- Assist with reporting
- Develop working relationships with UBIT and EMR to develop activity tracking procedures
- Website and social media maintenance.
- Assist with scheduling outreach activities and other scheduling requirements of the program director and primary investigator
- Attend monthly meeting and prepare minutes.

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](#).

As an Equal Opportunity / Affirmative Action employer, the Research Foundation will not discriminate in its employment practices due to an applicant's race, color, religion, sex, sexual orientation, gender identity, national origin and veteran or disability status.

Contact Information

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

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Contact

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