

Office Assistant 1, Medicine
University at Buffalo, The State University of New York

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Posted Dec. 20, 2023, set to expire Aug. 4, 2024

Job Title	Office Assistant 1, Medicine
Department	Medicine
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Dec. 20, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Administrative Support/Services
Job Website	https://www.ubjobs.buffalo.edu/postings/47169

Apply By Email

Job Description

The [Department of Medicine](#) in the Jacobs School of Medicine and Biomedical sciences (JSMBS) is recruiting an **Office Assistant 1**. We are looking for a competent Office Assistant to help with the organization and running of the daily administrative operations on behalf of 3rd and 4th year medical students. The ideal candidate will be a hard-working professional able to undertake a variety of office support tasks and work diligently under pressure. This person will be comfortable working with a high degree of attention to detail and discretion. As a member of our team, you will collaborate closely with the Program Director, Resident Program Administrator, offering essential administrative assistance tailored to the needs of both the JSMBS and the Medical Education and Educational Research Institute.

In this position you will:

- Assist with planning and scheduling of meetings and events for medical students applying to internal medicine or seeking advising.

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- Act as a liaison to the Medicine and Advanced Medicine Clerkships for both outpatient clinics and inpatient experiences at ECMC regarding scheduling and staffing issues.
- Schedules interviews with faculty candidates applying for teaching positions. Maintains HIPAA privacy and confidentiality policies of organization.

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.

Contact Information

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

Contact