

Academic Coordinator, Physiology and Biophysics  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=231780>

Downloaded On: May. 12, 2024 4:55am

Posted Mar. 1, 2024, set to expire Aug. 4, 2024

|                             |   |
|-----------------------------|---|
| <b>Job Title</b>            | Academic Coordinator, Physiology and Biophysics   |
| <b>Department</b>           | Physiology and Biophysics   |
| <b>Institution</b>          | University at Buffalo, The State University of New York<br>Buffalo, New York                              |
| <b>Date Posted</b>          | Mar. 1, 2024  |
| <b>Application Deadline</b> | Open until filled   |
| <b>Position Start Date</b>  | Available immediately   |
| <b>Job Categories</b>       | Coordinator   |
| <b>Academic Field(s)</b>    | Educational Services  |
| <b>Job Website</b>          | <a href="https://www.ubjobs.buffalo.edu/postings/48728">https://www.ubjobs.buffalo.edu/postings/48728</a> |
| <b>Apply By Email</b>       |   |
| <b>Job Description</b>      |   |

#### Position Summary

The [Department of Physiology and Biophysics](#) located at the Jacobs School of Medicine and Biomedical Sciences campus seeks to hire innovative and highly professional **Academic Coordinator** who is passionate about assisting students as they progress through their academic journey, from new student orientation to graduation.

The **Academic Coordinator** will be responsible for assisting in the administration of the undergraduate and graduate programs under the direction of the Department Chair.

A successful candidate should have a strong commitment to students' development and a positive and solution-focused attitude to working life. A candidate should be highly motivated, collaborative,

Academic Coordinator, Physiology and Biophysics  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=231780>

Downloaded On: May. 12, 2024 4:55am

Posted Mar. 1, 2024, set to expire Aug. 4, 2024

communicative, and accessible.

**Position Duties Include:**

- Instructional support for undergraduate/graduate courses
- Assist with student questions about course requirements and enrollment
- Force registrations
- Exam preparation and proctoring
- Process graduate student applications in Slate
- Processing of graduate student paperwork such as tuition and scholarship forms
- Room reservations for class and non-class related events
- Work with UBIT to manage classroom recordings
- Maintain/update departmental website
- Projects as requested
- Departmental Seminar Series assistance
- Academic related purchasing and procurement
- General office clerical assistance
- Student related event planning and coordination
- Assist faculty with grading policies and procedures
- Collaboration with various academic related central offices

**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. We support your growth and development through our career coaching and training department and we qualify as a public service loan forgiveness organization. Learn more 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

Academic Coordinator, Physiology and Biophysics  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=231780>

Downloaded On: May. 12, 2024 4:55am

Posted Mar. 1, 2024, set to expire Aug. 4, 2024

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.

#### Minimum Qualifications

- Bachelor's Degree required and 1 or more year of experience in higher education administration, administrative support, or academic course related management.
- Experience with MS Office products-Word, Excel, PowerPoint, Outlook.
- Applicant must possess strong writing, communication and data management skills as well as excellent interpersonal skills.
- Applicant must be highly organized and able to handle multiple tasks.
- Expertise with modern higher education software systems and technology

#### Preferred Qualifications

- Masters Degree
- 3 or more years of experience in higher education higher education administration, administrative support, or academic course related management.
- Experience with UB systems (HUB, Slate, Brightspace (UB Learns), Panopto, Siri, Concur)

#### Contact Information

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

#### Contact

,