

Assistant Dean for Student & Academic Affairs, Office of  
Medical Education  
University at Buffalo, The State University of New York

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Downloaded On: Apr. 3, 2025 1:30am

Posted Nov. 13, 2024, set to expire Aug. 4, 2025

<b>Job Title</b>	Assistant Dean for Student & Academic Affairs, Office of Medical Education
<b>Department</b>	Jacobs School of Medicine and Biomedical Sciences
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Nov. 13, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Associate/Assistant Dean
<b>Academic Field(s)</b>	Student Affairs Academic Affairs
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/54080">https://www.ubjobs.buffalo.edu/postings/54080</a>

**Apply By Email**

**Job Description**

The office of **Student & Academic Affairs** is seeking an organized and motivated individual to serve as the **Assistant Dean for Student & Academic Affairs (ADSAA)**. This role supports students from entry to graduation, promoting academic, social, and emotional well-being. Reporting to the Senior Associate Dean, the ADSAA oversees services critical to student success, including academic counseling, student engagement, wellness, and professional development.

**Key responsibilities:**

- Manage wellness initiatives and training in health, safety, diversity, equity, inclusion, and HIPAA to ensure compliance with state and federal regulations.

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- Coordinate academic and career counseling, track student progress, and ensure access to resources.
- Lead student engagement efforts and facilitate co-curricular activities.
- Serve on curriculum and academic committees as related to the medical student academic and career programs.
- Guide career advising and mentorship initiatives.
- Plan and coordinate meetings, training, and student programming including but not limited to orientation, White Coat, Commencement, and other social events.

**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 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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