

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

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

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

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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