

## Assistant Registrar University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=254843>

Downloaded On: Apr. 2, 2025 6:34am

Posted Mar. 25, 2025, set to expire Jul. 22, 2025

<b>Job Title</b>	Assistant Registrar
<b>Department</b>	Jacobs School of Medicine and Biomedical Sciences
<b>Institution</b>	University at Buffalo Buffalo, New York
<b>Date Posted</b>	Mar. 25, 2025
<b>Application Deadline</b>	04/22/2026
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Associate/Assistant Director
<b>Academic Field(s)</b>	Enrollment Management/Registrar
<b>Apply Online Here</b>	<a href="https://apptrkr.com/6099289">https://apptrkr.com/6099289</a>

**Apply By Email**

**Job Description**

Image not found or type unknown



**Assistant Registrar, Jacobs School of Medicine and Biomedical Sciences**

### Position Information

**Position Title:** Assistant Registrar, Jacobs School of Medicine and Biomedical Sciences

**Department:** JSMBS Office of Medical Education Wide

**Posting Link:** <https://www.ubjobs.buffalo.edu/postings/56350>

**Job Type:** Full-Time

### Posting Detail Information

## Assistant Registrar University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=254843>

Downloaded On: Apr. 2, 2025 6:34am

Posted Mar. 25, 2025, set to expire Jul. 22, 2025

### Position Summary

We are seeking an **Assistant Registrar** to play a vital role in effectively managing and maintaining student registration, academic records, grades, academic scheduling, degree audits, and various administrative tasks. In this role, you will actively contribute to the overall success, development, and well-being of medical students.

The responsibilities will include, but not limited to the following:

- Ensure compliance with all policies and procedures as outlined in the Jacob School of Medicines [Academic Status Policies](#) as well as adhering to UBs Office of Registrars guidelines and policies related to the student data and records residing in the student information system and linked systems.
- Scheduling, placement of clerkships, clinical electives and registration activities in UBs HUB SIS while ensuring the integrity of all student records for medical students and the populations we serve.
- Process, verify and/or approve academic paperwork and records; update academic records, review external documents, certify graduation and process academic exceptions to curriculum requirements.
- Assist with grading, enrollment, academic review, transcripts; academic withdrawals.
- Assist with graduation audits, diplomas, and all academic record functions including transcript services and enrollment verification to AAMC, USMLE, AMSNY, National Student Clearinghouse (NSC) and third-party requesters.

*Learn more:*

- Our [benefits](#), where we prioritize your well-being and success to enhance every aspect of your life.
- Being a part of the [University at Buffalo community](#).

As an Equal Opportunity / Affirmative Action employer, the University at Buffalo will not discriminate in its employment practices due to an applicants race, color, religion, sex, sexual orientation, gender identity, national origin and veteran or disability status.

### Minimum Qualifications

- Bachelors degree with 2 or more years of experience related to course scheduling, registrar,

## Assistant Registrar University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=254843>

Downloaded On: Apr. 2, 2025 6:34am

Posted Mar. 25, 2025, set to expire Jul. 22, 2025

and/or student support.

- Exceedingly well organized, possess high attention to detail and display accuracy in all areas of responsibility.
- Exceptional interpersonal communication skills (oral and written) with a highly developed degree of tact and diplomacy exhibiting understanding, appreciation and respect for all individuals in a diverse environment.
- Strong working knowledge of MS Office and database experience.
- Ability to possess and display a high-level of customer service to all constituents.

### Preferred Qualifications

- Experience with UB systems, HUB, Infosource, SIRI.

### Salary Range

\$56,000 - \$70,000

### Special Instructions Summary

### Is a background check required for this posting?

No

### Contact Information

**Contact's Name:** Tammi Blajszczak

**Contact's Pronouns:**

**Contact's Title:** Unit Business Manager

**Contact's Email:** tlb25@buffalo.edu

**Contact's Phone:** 716-829-3632

### Posting Dates

**Posted:** 03/24/2025

**Deadline for Applicants:**

**Date to be filled:**

Assistant Registrar  
University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=254843>

Downloaded On: Apr. 2, 2025 6:34am

Posted Mar. 25, 2025, set to expire Jul. 22, 2025

jeid-e594d246e9e62045a1a8c627d2da5a00

**Contact Information**

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

**Contact**

N/A

University at Buffalo

,