

Assistant Dean for Student & Academic Affairs, Office of
Medical Education
University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=254156>

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Posted Mar. 6, 2025, set to expire Jul. 3, 2025

Job Title	Assistant Dean for Student & Academic Affairs, Office of Medical Education
Department	
Institution	University at Buffalo Buffalo, New York
Date Posted	Mar. 6, 2025
Application Deadline	11/12/2025
Position Start Date	Available immediately
Job Categories	Associate/Assistant Dean
Academic Field(s)	Medicine - General
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Job Description

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Assistant Dean for Student & Academic Affairs, Office of Medical Education

Position Information

Position Title: Assistant Dean for Student & Academic Affairs, Office of Medical Education

Department: Jacobs School of Medicine and Biomedical Sciences

Posting Link: <https://www.ubjobs.buffalo.edu/postings/54074>

Posting Detail Information

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Position Summary

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.
- 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 Americas 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](#).

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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

- Terminal Degree (MD or DO) or a related field
- Strong interpersonal, communication, project management, and organizational skills
- Ability to work collaboratively and independently in a multidisciplinary environment

Preferred Qualifications

- One or more years of relevant working with medical students or in a health-related educational environment is strongly preferred
- Experience with student wellness programs, academic progress monitoring, and career advising
- Familiarity with residency application processes (ERAS, NRMP) and compliance standards (such as LCME)

Physical Demands

Salary Range

Competitive

Job Type

Varies

Special Instructions Summary

Is a background check required for this posting?

No

Contact Information



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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: 11/12/2024
Deadline for Applicants: Open Until Filled
Date to be filled: 08/01/2025

Contact Information

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

Contact

N/A
University at Buffalo