

Accreditation Administrator, Graduate Medical Education  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=231687>

Downloaded On: May. 8, 2024 10:35pm

Posted Feb. 29, 2024, set to expire Aug. 4, 2024

<b>Job Title</b>	Accreditation Administrator, Graduate Medical Education
<b>Department</b>	Graduate Medical Education
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Feb. 29, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Administrative Support/Services
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/48774">https://www.ubjobs.buffalo.edu/postings/48774</a>

**Apply By Email**

**Job Description**

The University at Buffalo's (UB) [Graduate Medical Education \(GME\)](#) Accreditation team is seeking a highly motivated, detail-oriented individual to join our team as an **Accreditation Administrator**. This is a hybrid (50% remote, 50% in-person) opportunity in accordance with current SUNY policy.

The Accreditation Administrator will coordinate committee activities (including taking minutes from recorded meetings), manage deadline compliance for UB's 70+ medical residency and fellowship programs, schedule residency/fellowship program quality review meetings, and provide general administrative support the Director of GME Accreditation/Assistant Designated Institutional Official.

This opportunity includes on-the-job training for the MedHub residency management system and accreditation/education data analysis, expert mentorship, and formal professional development for career growth.

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The UB GME office is a small (~15 person), team-based environment where diversity, collaboration, creativity, self-directedness, and continuous improvement are valued. This role has a single-occupancy office in the GME suite on the 7th floor of the Jacobs School of Medicine and Biomedical Sciences.

### **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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