

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

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Posted Jan. 14, 2021, set to expire May 16, 2021

Job Title	Accreditation Assistant, Graduate Medical Education
Department	Graduate Medical Education
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Jan. 14, 2021
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Administrative Support/Services
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Job Description

Position Summary

Provide high-level, administrative support to the Director of GME Accreditation/Assistant Designated Institutional Official and Accreditation Team. The Accreditation Assistant prepares reports, tracks correspondence and other documentation related to program/institutional accreditation, handles information requests, schedules meetings, compiles and circulates meeting materials, takes minutes at meetings, has some web-based data management responsibilities, and performs other administrative functions as needed. Training on GME-specific programs (e.g. ACGME ADS, MedHub, Jacobs School Room Requests) will be provided. Duties include, but are not limited to:

Facilitate and monitor institutional and program compliance with multiple Accreditation Council for Graduate Medical Education (ACGME) and UB GME deadlines
Assist the Accreditation Team with MedHub support and monthly Graduate Medical Education Committee (GMEC) meetings

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Provide administrative support to the Program Quality Review Subcommittee (PQRS) of the Graduate Medical Education Committee (GMEC)
Schedule general accreditation meetings using Microsoft Outlook, Zoom, UB software and Doodle
Take general accreditation meeting minutes/notes and create summary reports as needed
Attend accreditation-related meetings (e.g. Special Reviews, site visit preparation, survey reviews) with Accreditation Team and program colleagues

The successful candidate for the Accreditation Assistant role will have the opportunity to join a highly productive, enthusiastic team of professionals and will be provided with ample learning opportunities. This individual will be expected to continuously build their knowledge of Graduate Medical Education (GME), GME accreditation, and the systems and tools used to support related activities. As knowledge and skills are built, additional opportunities to provide support to UB GME Office constituents may arise.

Salary: \$27,000 – \$32,000

Minimum Qualifications

Associate's degree

Outstanding organizational skills

Excellent interpersonal skills

Effective oral and written communication skills, including the ability to generate concise and accurate meeting minutes/reports

Impeccable attention to detail and ability to enter data accurately and quickly

Excellent computer skills, including Microsoft Word, Excel, PowerPoint and Outlook

Preferred Qualifications

Bachelor's degree

1 or more years of experience in an administrative assistant role

Contact Information

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

Contact



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