

Human Resources Administrator, Office of Graduate
Medical Education
University at Buffalo, The State University of New York

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Posted Nov. 23, 2022, set to expire Aug. 4, 2023

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| Job Title | Human Resources Administrator, Office of Graduate 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. 23, 2022 |
| Application Deadline | Open until filled |
| Position Start Date | Available immediately |
| Job Categories | Professional Staff |
| Academic Field(s) | Human Resources |
| Job Website | https://www.ubjobs.buffalo.edu/postings/39080 |

Apply By Email

Job Description

The [Office of Graduate Medical Education](#) seeks a **Human Resources Administrator** to provide human resources and administrative support to residents and fellows, the office of GME staff, and serve as liaison for Resident Employee Health Services (EHS) department. This is an excellent opportunity for a candidate with knowledge of human resources administration including employee communications, leaves of absence, on-boarding, employment benefits, COBRA, data analysis and employee health services.

Major responsibilities of position ownership include:

- Administer employee telephone and email communications pertaining to resident and fellow payroll, benefits and other employment-related issues; elevating issues as necessary to human resources team or GME leadership. Daily monitoring of HR general email account and provide

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responses within 48 hours of a business day.

- Administer onboarding approximately 275 new resident employees annually by preparing materials and presentations, scheduling new employee physicals, reviewing and tracking employment onboarding requirements in MedHub system, approving benefit elections during individual or group meetings and verifying credentials such as primary source verification of medical degrees.
- Administer annual and off sync resident and fellow benefit enrollment, onboarding benefit meetings and benefit enrollment system data entry, reporting and audit practices.
- Administer process to resolve outstanding resident and fellows checks through research, data analysis, handling of related communications and collaborate with GME Finance Department to reissue checks to balance accounts.
- Administer approx. 50 annual resident and fellow leaves of absence processes including Family Medical Leave Act (FMLA), NYS Short Term Disability, NYS Paid Family Leave and Unpaid.
- Administer workers' compensation and disability claim processes, file claims with the insurance carriers and provide vital forms and information through communications to residents and fellows.
- Assist the third-party administrator with COBRA plan required notices and information, provide termination dates, coverage payments, related tracking, and record-keeping.
- Assist the third-party administrator with payroll process to answer general employee questions, process direct deposit and tax withholding forms, update addresses for W-2 delivery and related audit activities.
- Administrative liaison for resident and fellow EHS matters, provide support to Lead Physician for resident EHS and support staff of EHS facility. Duties include administering annual incoming resident and fellow onboarding, background checks and physicals, Environmental Health and Science communications and related tracking systems, coordinating wellness benefit programs and other administrative duties as assigned.

Other important position responsibilities include:

- Administer daily and monthly timekeeping processes for the Office of Graduate Medical Education staff including timesheets and attendance communications.
- Administer resident and fellow GME file records including MedHub residency and fellowship employment, Form I-9, workers' compensation, leaves of absence, employee health services and benefit enrollment system.
- Administer resident and fellow data entry, maintenance, and record-keeping.
- Administer preparation of reports, forms, and correspondence related to position responsibilities.
- Administer human resources department operations by providing team with document preparation, copies, scans, greeting visitors, meeting with residents and fellows and working with



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office colleagues.

Position is full time, hourly, Monday - Friday, 37.5-hour work week. SUNY telecommuting policy with Flexible Work Program application considered following initial three-month period of employment.

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](#).

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. Visit our benefits website to learn about our [benefit packages](#).

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

Contact Information

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

Contact

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