

Office Manager and Residency/Fellowship Program  
Administrator  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=229463>

Downloaded On: Jul. 16, 2024 8:17pm

Posted Jan. 25, 2024, set to expire Aug. 4, 2024

<b>Job Title</b>	Office Manager and Residency/Fellowship Program Administrator
<b>Department</b>	Anesthesiology
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Jan. 25, 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/47749">https://www.ubjobs.buffalo.edu/postings/47749</a>

**Apply By Email**

**Job Description**

The [Department of Anesthesiology](#), Jacobs School of Medicine and Biomedical Sciences, invites applicants to apply for the position of **Office Manager and Residency/Fellowship Program Administrator**. In this role, you will be responsible for assisting the program director with the day-to-day administration of the resident training program.

You will provide support to the residency program through a variety of tasks, including but not limited to:

- assigning and following up on faculty mentors for residents
- assisting residents with the resolution of a variety of issues: including rotation scheduling, overseeing rotation evaluations, and resolving immigration issues
- creating and maintaining a resident policy and procedure manual
- preparing reports, presentations, and documents for the Program Director as needed



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To be successful in this role, you will need to be able to work collaboratively to organize, coordinate, and oversee the operation of the department to ensure ACGME and ABA reporting deadlines are met. As operational needs require, you may be expected to perform other functions and duties to support the continued success of the department.

### **Outstanding Benefits Package**

Working at UBF 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 UBF benefits website to learn 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**