

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

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

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

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