

Assistant Training Program Administrator, Department of
Anesthesiology
University at Buffalo, The State University of New York

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Posted Jul. 2, 2024, set to expire Jan. 5, 2025

Job Title	Assistant Training Program Administrator, Department of Anesthesiology
Department	Anesthesiology
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Jul. 2, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Research/Technical/Laboratory Health Services Educational Services
Job Website	https://www.ubjobs.buffalo.edu/postings/51182
Apply By Email	
Job Description	

The [Department of Anesthesiology](#), Jacobs School of Medicine and Biomedical Sciences, invites applicants to apply for the position of **Assistant Training Program Administrator** for Anesthesiology Residency Program.

In this position, you will:

- Understand and comply with HIPAA regulations and office confidentiality expectations.
- Update and maintain residency contact sheets and checklists.
- Receive and distribute applications for residency programs, organize and attend residency

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candidate interviews, and participate in the selection process.

- Organize didactic events, ie. Journal Club, Visiting Professor Lectures, Town Halls, Mock Oral sessions, etc., attending where required.
- Organize and manage council events.
- Organize and attend orientations, graduations, and other important residency events.
- Prepare and maintain residency rotation schedules and enter data into MedHub, along with all other data required in the MedHub system.
- Adhere to ABA, ACGME, UB, GME, et. al. data entry for residency program, meeting deadlines as required.
- Compliance monitoring and distribution of monthly reports, hours logged, et. al. for residency to all faculty as applicable.
- Assist in the preparation, and take and prepare minutes of all Council meetings and faculty retreats.
- Assist the Program Director and Office Manager/TPA with residency recruitment efforts, including but not limited to medical student promotional activities, oversight of Anesthesiology Interest Group meetings, and oversight of UB Anesthesia website and other media.
- Provide backup coverage for ANE Department (incoming telephone calls and greeting visitors).
- Maintain, update and/or create residency files, electronic and paper-based.
- Keep up to date on required new technology relevant to the position.
- As operational needs require, the individual may be required to perform other duties.

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



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

Contact

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