

Associate Department Administrator, Medicine
University at Buffalo, The State University of New York

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Posted Aug. 29, 2024, set to expire Aug. 4, 2025

Job Title	Associate Department Administrator, Medicine
Department	Medicine
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Aug. 29, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Other Administrative Categories
Academic Field(s)	Administrative Support/Services
Job Website	https://www.ubjobs.buffalo.edu/postings/52477
Apply By Email	
Job Description	

Position Summary

The [Department of Medicine](#) in the Jacobs School of Medicine and Biomedical Sciences is seeking an **Associate Department Administrator**. Under the direction of Department Chair and Director of Finance and Strategy, support effectiveness of the department's operational activities ensuring department goals are met effectively and efficiently.

Responsibilities include, but may not be limited to:

- Assisting with the development of metrics, guidelines, and strategies by which the department's efficiency and effectiveness can be evaluated under direction of the Director of Finance and

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Strategy

- Assisting in the development and execution of the strategic plan within the department under direction of the Director of Finance and Strategy
- Assisting in communicating new directives, policies, or procedures and ensure they are disseminated in timely fashion and effectively under direction of the Director of Finance and Strategy
- Supporting hiring, supervision, training, and mentorship of operational staff under direction of the Director of Finance and Strategy
- Managing faculty hires, re-appointments, promotions, and tenure administrative processes in collaboration with the Vice Chair for Faculty Development and the Director of Finance and Strategy
- Overseeing fiscal, personnel, and administrative operations under direction of the Director of Finance and Strategy
- Other duties as assigned

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](#).

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.

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Minimum Qualifications

- Bachelor's Degree
- 2 years of relevant experience

Appropriate education and/or experience may be substituted on equivalent basis

Preferred Qualifications

- 5 or more years of relevant experience
- Progressively responsible experience in office management with supervisory and budget management responsibilities
- Experience in a medical, research, or educational environment
- Strong verbal, written, and interpersonal communication skills

Contact Information

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

Contact