

Assistant to Chair, OB-GYN
University at Buffalo, The State University of New York

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Downloaded On: Feb. 12, 2025 6:23am

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

Job Title	Assistant to Chair, OB-GYN
Department	Obstetrics & Gynecology
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Oct. 29, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Administrative Support/Services
Job Website	https://www.ubjobs.buffalo.edu/postings/53719
Apply By Email	
Job Description	

Position Summary

The [Department of Obstetrics and Gynecology](#) at the Jacobs School of Medicine and Biomedical Sciences seeks an **Assistant to Chair, Obstetrics & Gynecology**. As a key member of our administrative team, you will play a vital role in supporting the operations and initiatives of our department. Working in a fast-paced and dynamic environment, you will have the opportunity to contribute to the advancement of women's health education, research, and patient care.

80% time – Integration and coordination of CARE model (pillars of clinical, administrative, research, and education)

- In collaboration with the Chair of the Department, coordinate Departmental relationships with

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internal and external stakeholders, including Kaleida Health, GPPC, ECMC, UBMD, the Jacobs School, SMBS, ACOG, ASRM, CUCOG, and APGO, among others to foster the academic mission. This responsibility may be shared synergistically with those with appropriate IT and other types of expertise.

- In collaboration with the Chair and CFO/COO, coordinate faculty recruitment including but not limited to overseeing the interview process and letters of offer.
- Coordinate collaborations related to internal and external stakeholders; this includes but is more than ensuring Chair's schedule reflects all relevant meetings and helping to develop the agendas for collaborative interinstitutional meetings with GPPC and Kaleida Health.
- Serve as the Departmental liaison with the office of the Dean of Jacobs SMBS with specific attention to compensation, personnel, decanal, communication, and implementation of policies.
- Oversee interoperability of faculty and staff calendars to ensure that we can track effort in clinical care, administration, research, and education.

10% time – Financial

- Develop and monitor budgets for the Departmental State, UBF, research funds, and grants. Responsibility for fiscal integrity includes, but is not limited to, approving e-reqs, procurement card expenses, and grants.

10% time – HR

- Ensure implementation and compliance with appropriate policies that pertain to institutional HR functions. · Serve as the Departmental liaison for faculty and staff for all human resource matters including benefit inquiries, payroll questions, and disciplinary actions.
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Additional items:

- Develop, maintain, and periodically revise the onboarding process for Department staff and faculty. Understand the similarities and differences for onboarding staff versus faculty. Ensure that faculty have the requisite tools to perform at top of their clinical license and academic degree.
- Gather data and create reports as required to delineate faculty time and effort, compensation sources and distribution, and research grant submissions and awards.
- Develop an inclusive and meaningful process for performance reviews for staff that promotes team innovation. Foster a team approach to governance and management that is inclusive and

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transparent.

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.

Minimum Qualifications

- Bachelor's degree and a minimum of 2 years experience in an administrative setting or an equivalent combination of education and experience
- Ability to prioritize competing tasks and work in a fast paced environment

Preferred Qualifications

- Strong Microsoft Excel skills
- Strong preference will be given to individuals with experience working in a clinical/medical environment.

Contact Information

Please reference Academickeys in your cover letter when



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applying for or inquiring about this job announcement.

Contact

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