

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

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Posted Jan. 17, 2025, set to expire Aug. 4, 2025

Job Title	Assistant Training Program Administrator, Neurology
Department	Neurology
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Jan. 17, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Research/Technical/Laboratory
Job Website	https://www.ubjobs.buffalo.edu/postings/55272

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Job Description

The University at Buffalo [Department of Neurology](#) is seeking an **Assistant Training Program Administrator** our Neurology Residency and Fellowship Programs.

Responsibilities in this position:

- Ensure our programs meet Accreditation Council for Graduate Medical Education (ACGME) and UB GME requirements.
- Assist in management of residency schedules and educational activities.
- Work with Program Director and TPA to manage programs' application including processing applications, scheduling interviews, and communicating with applicants.
- Maintain up-to-date records of residents and fellows.
- Help track deadlines for resident, fellow, and faculty related tasks.
- Serve as point of contact for residents, faculty, and staff regarding program-related matters.

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- Help plan and organize social events and end-of-year ceremonies.
- Assist TPA with coordinating CME events for the department including Grand Rounds.

Learn more:

- Being a part of the [University at Buffalo community](#).

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