

Fellowship Program Administrator and ANE Administrative  
Assistant  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=252659>

Downloaded On: Jun. 20, 2025 4:26am

Posted Feb. 4, 2025, set to expire Aug. 4, 2025

<b>Job Title</b>	Fellowship Program Administrator and ANE Administrative Assistant
<b>Department</b>	Anesthesiology
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Feb. 4, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Administrative Support/Services
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/55636">https://www.ubjobs.buffalo.edu/postings/55636</a>

**Apply By Email**

**Job Description**

UB Anesthesiology, Inc. (UBMD), and the [Department of Anesthesiology](#), Jacobs School of Medicine and Biomedical Sciences, invites candidates to apply for the position of **Fellowship Program Administrator and ANE Administrative Assistant**.

In this position, you will:

- Manage the Anesthesiology fellowship recruitment process and onboarding with GME Dept.
- Prepare fellow evaluations, accreditation reports, annual program/trainee updates for ABA, AAMC, GME, etc.
- Provide compliance monitoring and distribution of monthly reports, work hours logged, et al for fellowship to all faculty.
- Organize fellowship events such as journal club, orientations and graduations.

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- Assist in the preparation and take and prepare minutes of meetings for program reviews.
- Assist in the Anesthesiology Residency Program duties.
- Maintain all systems ie: Medhub, ACGME, ABA, etc.
- Other office duties to support the Department of Anesthesia.

The university seeks to recruit and retain a diverse workforce as a reflection of our commitment to serve the diverse people of Buffalo, to maintain the excellence of the university and to offer our students richly varied disciplines, perspectives and ways of knowing and learning.

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**

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