

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

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

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

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