

Assistant Training Program Administrator, Neurology  
University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=254108>

Downloaded On: Mar. 9, 2025 11:34pm

Posted Mar. 7, 2025, set to expire Jul. 3, 2025

<b>Job Title</b>	Assistant Training Program Administrator, Neurology
<b>Department</b>	
<b>Institution</b>	University at Buffalo Buffalo, New York
<b>Date Posted</b>	Mar. 7, 2025
<b>Application Deadline</b>	01/17/2026
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Health Services
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<b>Apply By Email</b>	
<b>Job Description</b>	

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**Assistant Training Program Administrator, Neurology**

**Position Information**

**Position Title:** Assistant Training Program Administrator, Neurology

**Department:** Neurology

**Posting Link:** <https://www.ubjobs.buffalo.edu/postings/55261>

**Job Type:** Varies

**Posting Detail Information**

## Assistant Training Program Administrator, Neurology University at Buffalo

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### Position Summary

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.
- 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.*

### Minimum Qualifications

- Associate degree with 2 year of experience in an academic or administrative/coordinator setting.

### Preferred Qualifications

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- Bachelors degree with 2 year of experience in an academic or administrative/coordinator setting.

### Physical Demands

### Salary Range

\$45,000 - \$55,000

### Special Instructions Summary

### Is a background check required for this posting?

No

### Contact Information

**Contact's Name:** Thomas Bellanca

**Contact's Pronouns:**

**Contact's Title:** Program Administrator

**Contact's Email:** [tjbellan@buffalo.edu](mailto:tjbellan@buffalo.edu)

**Contact's Phone:** 716-829-5060

### Posting Dates

**Posted:** 01/17/2025

**Deadline for Applicants:** Open Until Filled

**Date to be filled:** 05/01/2025

### Contact Information



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

**Contact**

N/A

University at Buffalo

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