

Fellowship Program Administrator and ANE Administrative
Assistant
University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=254166>

Downloaded On: May. 1, 2025 10:36am

Posted Mar. 6, 2025, set to expire Jul. 3, 2025

Job Title	Fellowship Program Administrator and ANE Administrative Assistant
Department	Anesthesiology
Institution	University at Buffalo Buffalo, New York
Date Posted	Mar. 6, 2025
Application Deadline	02/03/2026
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Educational Services Administrative Support/Services
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Fellowship Program Administrator and ANE Administrative Assistant

Position Information

Position Title: Fellowship Program Administrator and ANE Administrative Assistant

Department: Anesthesiology

Posting Link: <https://www.ubjobs.buffalo.edu/postings/55371>

Job Type:

Fellowship Program Administrator and ANE Administrative
Assistant
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Full-Time

Posting Detail Information

Position Summary

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.
- 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.

Minimum Qualifications

- Associates Degree and/or two (2) years of full-time experience in a clinical or administrative setting

Preferred Qualifications

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Physical Demands

Salary Range

\$55,00 - \$60,000

Special Instructions Summary

Is a background check required for this posting?

No

Contact Information

Contact's Name: Carol Saraceno

Contact's Pronouns:

Contact's Title: Assistant to the Chair

Contact's Email: cs86@buffalo.edu

Contact's Phone: 716-829-6105

Posting Dates

Posted: 02/03/2025

Deadline for Applicants: Open Until Filled

Date to be filled:

Contact Information

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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