

Assistant Training Program Administrator
University at Buffalo

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Posted Mar. 27, 2025, set to expire Jul. 24, 2025

Job Title	Assistant Training Program Administrator
Department	Department of Anesthesiology
Institution	University at Buffalo Buffalo, New York
Date Posted	Mar. 27, 2025
Application Deadline	03/26/2026
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Research/Technical/Laboratory Administrative Support/Services
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Assistant Training Program Administrator, Department of Anesthesiology

Position Information

Position Title: Assistant Training Program Administrator, Department of Anesthesiology

Department: Anesthesiology

Posting Link: <https://www.ubjobs.buffalo.edu/postings/56442>

Job Type: Full-Time

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Posting Detail Information

Position Summary

The [Department of Anesthesiology, Jacobs School of Medicine and Biomedical Sciences](#), invites applicants to apply for the position of **Assistant Training Program Administrator for Anesthesiology Residency Program**. In this position, you will:

- Understand and comply with HIPAA regulations and office confidentiality expectations.
- Update and maintain residency contact sheets and checklists.
- Receive and distribute applications for residency programs, organize and attend residency candidate interviews, and participate in the selection process.
- Organize didactic events, ie. Journal Club, Visiting Professor Lectures, Town Halls, Mock Oral sessions, etc., attending where required.
- Organize and manage council events.
- Organize and attend orientations, graduations, and other important residency events.
- Prepare and maintain residency rotation schedules and enter data into MedHub, along with all other data required in the MedHub system.
- Adhere to ABA, ACGME, UB, GME, et. al. data entry for residency program, meeting deadlines as required.
- Compliance monitoring and distribution of monthly reports, hours logged, et. al. for residency to all faculty as applicable.
- Assist in the preparation, and take and prepare minutes of all Council meetings and faculty retreats.
- Assist the Program Director and Office Manager/TPA with residency recruitment efforts, including but not limited to medical student promotional activities, oversight of Anesthesiology Interest Group meetings, and oversight of UB Anesthesia website and other media.
- Provide backup coverage for ANE Department (incoming telephone calls and greeting visitors).

About the University at Buffalo

The University at Buffalo (UB) #ubuffalo is one of Americas leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).



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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 or two (2) years of full-time experience in a clinical or administrative setting.

Preferred Qualifications

Bachelors degree and three (3) years of experience in a clinical or administrative setting. Proficiency in the use of MEDHUB.

Salary Range

\$52,500 - \$57,500

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: 03/26/2025

Deadline for Applicants: Open Until Filled

Date to be filled:



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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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