

Assistant to Chair
University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=256928>

Downloaded On: May. 13, 2025 8:19pm

Posted May 13, 2025, set to expire May 21, 2025

Job Title Assistant to Chair
Department Department of Anesthesiology
Institution University at Buffalo
Buffalo, New York

Date Posted May 13, 2025

Application Deadline 05/21/2025
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Communications/Public Relations
Administrative Support/Services

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Job Description

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Assistant to Chair, Department of Anesthesiology

Position Information

Position Title: Assistant to Chair, Department of Anesthesiology

Department: Anesthesiology

Posting Link: <https://www.ubjobs.buffalo.edu/postings/57077>

Job Type: Full-Time

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Posting Detail Information

Position Summary

The primary responsibilities of the **Assistant to Chair** in the [Department of Anesthesiology](#) are to ensure operational efficiency and team effectiveness and to oversee compliance with institutional, local, state, and national guidelines. As such, expertise in the following areas are critical: communication, budgeting, governance, compliance, and team development as outlined below. Given the complexity of the institutional matrix, cognitive flexibility, aptitude for adapting to ambiguity, and cultural awareness are critical.

- In collaboration with the Chair of the Department, organize and maintain Departmental communications. Both internal and external stakeholders must be identified and included.
- Develop, maintain, and periodically revise the academic onboarding process for Department staff and faculty. Understand the similarities and differences for onboarding staff versus faculty.
- Ensure that faculty have the requisite tools to perform at the top of their clinical license and academic degree. Effort is coordinated with the Departments practice group, UBMD Anesthesiology, which holds primary responsibility for the clinical provider onboarding process.
- Serve as the Departmental liaison with the office of the Dean of the Jacobs SCHOOL with specific attention to compensation, personnel, decanal, communication, and implementation of policies.
- Gather data and create reports as required to delineate faculty time and effort, compensation sources and distribution, and research grant submissions and awards.
- Develop and monitor budgets for the Departmental State, UBF, and research funds. Responsibility for fiscal integrity includes, but is not limited to, approving expenditures, which includes review for appropriateness based on funding source requirements.
- Ensure implementation and compliance with appropriate policies that pertain to institutional HR functions.
- Serve as the Departmental liaison for faculty and staff for all human resource matters, including benefit inquiries, payroll questions and disciplinary actions.
- Develop an inclusive and meaningful process for performance reviews for staff that promotes team innovation. Foster a team approach to governance and management that is inclusive and transparent.

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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

- Bachelors degree with 2 years of experience or masters degree or professional certification with no experience. A combination of education and experience will be considered.

Preferred Qualifications

- Strong knowledge of University policies and procedures
- Familiarity with University business systems

Salary Range

Competitive

Special Instructions Summary

Is a background check required for this posting?

No

Contact Information

Contact's Name: Brendan Tom

Contact's Pronouns: He/him

Contact's Title: Director of Human Resources, Jacobs School of Medicine and Biomedical Sciences

Contact's Email: bjtom@buffalo.edu

Contact's Phone: 716-829-2771

Posting Dates

Posted:

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05/07/2025

Deadline for Applicants:

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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