

Compliance Administrator, School of Dental Medicine
University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=264401>

Downloaded On: Oct. 25, 2025 3:50am

Posted Oct. 24, 2025, set to expire Aug. 4, 2026

Job Title Compliance Administrator, School of Dental Medicine
Department Compliance
Institution University at Buffalo
Buffalo, New York

Date Posted Oct. 24, 2025

Application Deadline 10/23/2026
Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Research/Technical/Laboratory
Health Services

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Job Description

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Compliance Administrator, School of Dental Medicine

Position Information

Position Title: Compliance Administrator, School of Dental Medicine

Department: Compliance

Posting Link: <https://www.ubjobs.buffalo.edu/postings/59669>

Job Type: Full-Time

Compliance Administrator, School of Dental Medicine University at Buffalo

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Posting Detail Information

Position Summary

The Compliance Administrator plays a critical role in supporting the [School of Dental Medicines](#) commitment to regulatory compliance and clinical excellence.

This position is responsible for:

- Conducting chart audits
- Managing compliance documentation
- Ensuring faculty and staff meet mandatory training and licensing requirements
- Running Axium reports as needed

The Compliance Administrator works closely with the Compliance Officer and compliance team to maintain a culture of accountability and continuous improvement.

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](#).

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 and 1 year experience in compliance or administrative position

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OR

- An equivalent combination of education and work experience

Preferred Qualifications

- Ability to multi-task with accuracy and independence
- Knowledge of compliance-based programs (CODA, DOH, OCR, OMIG)
- Ability to communicate effectively with diverse constituents (faculty, staff and students)
- solution-oriented

Physical Demands

Salary Range

\$40,000 - \$47,000

Special Instructions Summary

Is a background check required for this posting?

Yes

Contact Information

Contact's Name: Valerie Jesonowski

Contact's Pronouns:

Contact's Title: Compliance & Quality Assurance Coordinator

Contact's Email: vmjesono@buffalo.edu

Contact's Phone: 716-829-6424

Posting Dates

Posted: 10/23/2025

Deadline for Applicants:

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Open Until Filled

Date to be filled: 12/01/2025

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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