

GME Human Resources Benefits Administrator - Office of  
Graduate Medical Education  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=227347>

Downloaded On: May. 10, 2024 10:56am

Posted Dec. 12, 2023, set to expire Aug. 4, 2024

<b>Job Title</b>	GME Human Resources Benefits Administrator - Office of Graduate Medical Education
<b>Department</b>	Graduate Medical Education
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Dec. 12, 2023
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Human Resources
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/46999">https://www.ubjobs.buffalo.edu/postings/46999</a>

**Apply By Email**

**Job Description**

The Office of Graduate Medical Education invites applications for the Human Resources Benefits Administrator. As the GME Human Resources Benefits Administrator you need a passion for excellent interpersonal and professional communication skills, database management and working with the educational programs and hospital affiliates. In this role, your primary focus will be on the administration of HR benefits related to new hires and continuing Residents and Fellows.

Your responsibilities include, but not limited to:

- Primary Contact for plan vendors and Residents/Fellows
- Administer daily benefits processing
- Perform plan audits
- Ensure compliance with government regulation

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Job description would be discussed during personal interview if selected.

### **The benefits available through UB Foundation**

(UBF) are designed to meet the needs of today's workforce. You have a choice of benefits that will enable you to design a benefits package specifically for you and your family. Low cost medical insurance payroll deductions. Plus, zero payroll deductions for dental insurance. More information is available at: UB Foundation (UBF) Funded - Administrative Services Gateway - University at Buffalo

### **About The University at Buffalo**

The University at Buffalo (UB) #ubuffalo is one of America's 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](https://www.buffalo.edu).

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.

### **Contact Information**

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

### **Contact**

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