

Training Program Administrator
University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=253780>

Downloaded On: Apr. 20, 2025 10:29pm

Posted Feb. 27, 2025, set to expire Jun. 26, 2025

Job Title Training Program Administrator
Department Anesthesiology Residency Program
Institution University at Buffalo
Buffalo, New York

Date Posted Feb. 27, 2025

Application Deadline 02/26/2026
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Anesthesiology
Health Sciences - General

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Job Description

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Training Program Administrator for Anesthesiology Residency Program

Position Information

Position Title: Training Program Administrator for Anesthesiology Residency Program

Department: Anesthesiology

Posting Link: <https://www.ubjobs.buffalo.edu/postings/56040>

Job Type: Full-Time

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Posting Detail Information

Position Summary

The [Department of Anesthesiology](#) at the Jacobs School of Medicine and Biomedical Sciences, University at Buffalo, is seeking applications for the position of **Residency Training Program Administrator**, responsible for the departments residency training program.

The Residency Training Program Administrator oversees the daily operations of the anesthesiology training program in close partnership with the program director and plays a crucial role as a key member of the program team. This position frequently acts as a liaison between the training program and the Office of Graduate Medical Education.

Job Duties:

- Training Program Management: Oversee all aspects of the residency training program, ensuring effective management of accreditation requirements, supporting the educational mission, and promoting the programs long-term stability.

Key Responsibilities:

- Collect, maintain, analyze, and report data to meet accreditation standards and demonstrate program compliance.
- Manage personnel-related matters for residents, ensuring proper support and guidance.
- Lead and coordinate the recruitment process for residency candidates, working closely with the program director to attract and select qualified applicants.
- Supervise and collaborate with a team of administrators to ensure the efficient operation of the training program.

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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

- A Bachelors degree with experience providing support in a clinical or administrative environment.
- Proficiency in using computers for tasks such as word processing, creating presentations, managing spreadsheets, retrieving reports, and utilizing other relevant applications as needed.
- A strong ability to stay current with required skills, continuously learning new technologies and tools relevant to the position.
- A thorough understanding of HIPAA regulations, with the ability to ensure compliance with all necessary requirements.

Preferred Qualifications

- A Masters degree and at least 3 years of office management experience, preferably in a clinical setting.
- Experience in an academic health care setting

Physical Demands

Salary Range

\$65,000 - \$75,000

Special Instructions Summary

Is a background check required for this posting?

No

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Contact Information

Contact's Name: Carol Saraceno

Contact's Pronouns:

Contact's Title:

Contact's Email: cs86@buffalo.edu

Contact's Phone: 716-829-6105

Posting Dates

Posted: 02/26/2025

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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