

## Training Program Administrator University at Buffalo

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

Downloaded On: Feb. 27, 2025 5:19pm

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

<b>Job Title</b>	Training Program Administrator
<b>Department</b>	Anesthesiology Residency Program
<b>Institution</b>	University at Buffalo Buffalo, New York
<b>Date Posted</b>	Feb. 27, 2025
<b>Application Deadline</b>	02/26/2026
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Health Sciences - General Anesthesiology
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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:**

jeid-8033ce82413b7c4bb27d72e023d788c2

**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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