

**Business Coordinator
University at Buffalo**

Direct Link: <https://www.AcademicKeys.com/r?job=259212>

Downloaded On: Jul. 4, 2025 4:15am

Posted Jul. 3, 2025, set to expire Aug. 4, 2025

Job Title Business Coordinator
Department UBMD Internal Medicine
Institution University at Buffalo
Buffalo, New York

Date Posted Jul. 3, 2025

Application Deadline 07/02/2026
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Health Administration & Policy

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Job Description

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Business Coordinator, UBMD Internal Medicine

Position Information

Position Title: Business Coordinator, UBMD Internal Medicine

Department: Medicine

Posting Link: <https://www.ubjobs.buffalo.edu/postings/57810>

Job Type: Full-Time

Posting Detail Information

Business Coordinator University at Buffalo

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Position Summary

The [UBMD Internal Medicine](#), Division of Medicine is seeking applicants for a full-time **Business Coordinator** for its community-based practice sites.

They are responsible for:

- Collaborates with the Manager of Business Analytics and Director of Business Operations on project management activities and develops cost-benefit analyses of improvement initiatives.
- Develops and maintains an efficient and organized tracking system for all provider salaries, duties and contracts.
- Responsible for creating and maintaining monthly productivity reporting for all physicians within assigned divisions.
- Division-specific administrative support includes, but is not limited to, overall efficiency and planning for the division, and process and workflow improvements.
- Communicates with Division Chiefs and providers regarding productivity data and promptly addresses questions or concerns.
- Responsible for providing divisional analysis and explanation of operating metrics to assigned divisions.

Learn more:

- Our [benefits](#), where we prioritize your well-being and success to enhance every aspect of your life.
- Being a part of the [University at Buffalo community](#).

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 in Healthcare Administration, or related field required.

Preferred Qualifications

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- Strong background in data analysis, reporting, or healthcare operations desirable.

Salary Range

\$65,000 - \$75,000

Special Instructions Summary

Is a background check required for this posting?

No

Contact Information

Contact's Name: Dory Prouty

Contact's Pronouns:

Contact's Title: Senior Human Resources Generalist

Contact's Email: marychur@buffalo.edu

Contact's Phone: 716-558-6629

Posting Dates

Posted: 07/02/2025

Deadline for Applicants: Open Until Filled

Date to be filled:

jeid-60dd5db8925c444e954cde9d1e814e08

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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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