ANNOUNCEMENT OF
PROFESSIONAL VACANCY

UBMD Pediatrics
1001 Main Street, 5th Floor
Buffalo, New York 14203

Applications are invited for consideration for the following position:

Campus:	South Campus	Budget Title:	Assistant Administrator (PT)
Department:	Behavioral Health	Descriptive:	As Above
Professional Rank and Salary Range:	Salary Commensurate with Experience	Date to be Filled:	ASAP

Brief Description of Duties: Provided direct administrative support for the Division of Behavioral Medicine by handling information's requests and performing routine clerical functions. Identifies and address the needs of the Division and performs administrative tasks to ensure workflow runs smoothly. Serves as liaison and channel of communication between the Division and other departments. Is responsible for scheduling meetings, making travel arrangements, and organizing calendars for faculty. Performing duties and tasks to facilitate effective office operations.

Qualifications: Computer literate and highly proficient in Microsoft Office Products. Strong interpersonal skills, excellent communication skills. Able to prioritize and work and exceptional organizational skills. Strong knowledge of medical office procedures and billing systems a plus. Able to read, evaluate and edit manuscripts or other materials submitted for publication. Able to multitask and manage special projects as assigned.

Education: Associate's or Bachelor's degree in business administration or health care administration. Minimum three years of administrative experience in research/medical/academic setting.

Special Notes:
POSTING NO: 01-20 **POSTING PERIOD: 08/27/20-Until Filled**

Persons interested in the above position should submit a resume along with a letter of application to:

Name: Nydia Rolling
Job Code: BLOCRR
Address: UBMD Pediatrics
1001 Main Street, 5th Floor
Buffalo, NY 14203
Closing Date of Application: Until Filled

UBMD Pediatrics is an Equal Opportunity/Affirmative Action Employer.