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:	Conventus	Budget Title:	Administrative Assistant (PT)
Department:	Neonatology	Descriptive:	As Above
Professional Rank and Salary Range:	Salary Commensurate with Experience	Date to be Filled:	ASAP

Brief Description of Duties: Responsible for providing organization and daily support to our faculty, fellows, division management, and staff, with clerical and administrative duties to optimize workflow procedures in the office. You will be the point of reference for all inquiries, requests or issues and will be an integral part of the division's workforce. Perform a variety of roles to assist in daily operations and administrative functions for the Division of Neonatology, including but not limited to coordination of CME, clinical neonatology service-related office correspondence such as patient admission notes, discharge/interim summaries, ROP, Hearing, and newborn screens, and provide cross coverage support as assigned.

Qualifications: Computer literate and proficient in Microsoft Office programs such as Word, Excel and PowerPoint preferred. Strong interpersonal, organizational and communication skills. Able to prioritize. Prior experience in a medical/academic environment preferred.

Education: Associate's degree & three years of experience in medical/academic setting with administrative experience.

Special Notes:
POSTING NO: 11-20 **POSTING PERIOD: 11/12/20-Until Filled**

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

Name: Nydia Rolling
Job Code: NEOADM
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.