

Director of Outpatient Operations, Department of Medicine  
University at Buffalo, The State University of New York

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Posted Apr. 1, 2024, set to expire Aug. 4, 2024

<b>Job Title</b>	Director of Outpatient Operations, Department of Medicine
<b>Department</b>	Medicine
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Apr. 1, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Director/Manager
<b>Academic Field(s)</b>	Medicine - General
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/49397">https://www.ubjobs.buffalo.edu/postings/49397</a>

**Apply By Email**

**Job Description**

**UBMD Internal Medicine** is seeking a **Director of Outpatient Operations** to oversee all areas of clinical operations. This role involves supervising clinic managers and staff, managing day-to-day operations across three sites (Young Rd- (Main site), Conventus, & ECMC Nephrology), and strategically aligning resources to achieve organizational goals.

The Director of Outpatient Operations will collaborate with the leadership team, contributing to operational targets, and closely collaborate with the Chief Operating Officer to identify areas for enhancement and suggest efficiency improvements.

Some of the responsibilities that the Director of Outpatient Operations will be responsible for includes:

- Increase physician satisfaction,

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- Facilitation of staff training,
- Ownership of staff workflows,
- Participate in monthly manager meetings,
- Any other additional task as requested or assigned by Chief Operating Officer or other management representative.
- May be required to travel to other UBMD IM locations depending on company needs.

### **About The University at Buffalo**

The University at Buffalo (UB) #ubuffalo is one of America's 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.

### **Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### **Contact**

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