

Accreditation Specialist, Office of Accreditation and
Quality Improvement
University at Buffalo, The State University of New York

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Posted Jul. 23, 2024, set to expire Nov. 22, 2024

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| Job Title | Accreditation Specialist, Office of Accreditation and Quality Improvement |
| Department | Jacobs School of Medicine and Biomedical Sciences |
| Institution | University at Buffalo, The State University of New York Buffalo, New York |
| Date Posted | Jul. 23, 2024 |
| Application Deadline | Open until filled |
| Position Start Date | Available immediately |
| Job Categories | Professional Staff |
| Academic Field(s) | Medicine - General |
| Job Website | https://www.ubjobs.buffalo.edu/postings/51725 |

Apply By Email

Job Description

The **Accreditation Specialist** for OAQI will support the Director, and collaborate with the Data Manager/Analyst, and the Project Manager to ensure continued compliance with all accreditation standards.

Responsibilities may include but are not limited to:

- Stay informed of and communicate all changes to LCME standards, elements, expectations, and procedures.
- Complete compliance audits for accreditation
- Provide administrative support for accreditation-related committees/working groups
- Manage and coordinate the collection of information required for accreditation documents
- Assist in the collection and cleaning of data for inclusion in accreditation documents



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- Support LCME reporting writing and editing
- Assist in the coordination of projects related to accreditation
- Assist in implementation and monitoring CQI initiatives to improve compliance
- Develop and maintain relationships to support collaborative efforts
- Assists the Director in annual planning and reporting
- Preparation of presentations as needed
- Provide logistical support in meeting and event planning related to accreditation site visits
- Attend monthly LCME Secretariat calls and report back pertinent information

Outstanding Benefits Package

Working at UBF comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit - all in an effort to support your work-life effectiveness. Visit our UBF benefits website to learn about our [benefit packages](#).

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