

Director, Family Medicine
University at Buffalo

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Downloaded On: May. 31, 2025 9:30am

Posted Mar. 21, 2025, set to expire Jul. 19, 2025

Job Title	Director, Family Medicine
Department	Family Medicine
Institution	University at Buffalo Buffalo, New York
Date Posted	Mar. 21, 2025
Application Deadline	03/21/2026
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Family & Community Medicine
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Job Description

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Director, Family Medicine

Position Information

Position Title: Director, Family Medicine

Department: Family Medicine

Posting Link: <https://www.ubjobs.buffalo.edu/postings/56339>

Job Type: Full-Time

Posting Detail Information

Director, Family Medicine University at Buffalo

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Position Summary

The [Primary Care Research Institute \(PCRI\)](#) at the University at Buffalo's Department of Family Medicine is seeking a **Director** for the [Statewide New York State Area Health Education Center \(NYS AHEC\) System](#).

At the direction of the Principal Investigator for the NYS AHEC System program, this position is responsible for the overall management and strategic guidance of the New York State Area Health Education Center (NYS AHEC) System, a statewide publicly funded health workforce development initiative. Founded in 1998, the NYS AHEC System is comprised of nine centers (all independent 501c3 organizations with governing boards of directors), two regional offices and a Statewide Office. Its mission is to address the ongoing healthcare workforce shortage by recruiting and training individuals of all races and ethnicities, with a special emphasis on medically underserved areas in both rural and urban communities.

As the Statewide AHEC Director, this position is essential for facilitating positive, inclusive working relationships across the state. In concert with the local AHECs and regional offices, this position will advance the strategic aims of the network and effectively evaluate the impact and reach of the grant-funded programs. Moreover, the Statewide Office serves as the administrative office of the network and thus is tasked with ensuring funder compliance across program initiatives and fiscal operations. Lastly, this position will be instrumental in supporting the ongoing sustainability and advocacy efforts of the network at large, supporting enhanced collaborations with a wide range of partners to advance program efforts and public policy.

Responsibilities include:

- Develop and execute a comprehensive and collaborative AHEC strategic plan aligned with community, regional, state, and federal health needs, emphasizing priority areas related to workforce development and training.
- In concert with the nine local AHECs and the regional offices, support the effective implementation of quality health workforce programming including but not limited to career exposure activities, rotations and internship placements, continuing education, and community outreach initiatives.
- Cultivate innovative systemwide program development that is responsive to the health workforce needs of the state and respective AHEC regions.
- Develop and manage the Statewide AHEC budget across multiple funding streams, ensuring responsible allocation of funds across program activities and upholding the highest level of fiscal accountability.

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- Lead a comprehensive assessment of programmatic deliverables across multiple projects in collaboration with local centers and regional offices to inform decision-making, identify trends, improve programs, demonstrate impact, and advance initiatives.

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](#).

As an Equal Opportunity / Affirmative Action employer, the Research Foundation will not discriminate in its employment practices due to an applicants race, color, religion, sex, sexual orientation, gender identity, national origin and veteran or disability status.

Minimum Qualifications

- A bachelors degree in education, public health, management, and at least five years of specifically related administrative experiences to projects or programs involving external sponsors. Education and experience requirements may be satisfied by a combination of education and experience.
- Five years of experience delivering and/or managing educational programs related to healthcare workforce development, community health outreach, or a related field.
- Experience related to health care or public health in medically underserved and/or rural areas.
- The ability to build collaborative partnerships with diverse stakeholders, including but not limited to academic students and faculty, centers and regional offices, community partners, funders and government officials.
- The ability to travel to local, regional, statewide, and national meetings or conferences. This includes a minimum of bi-annual AHEC gatherings. All travel costs would be reimbursed in accordance with the Research Foundation for SUNY policies.

Preferred Qualifications

- A masters degree in education, public health, management, or a related field.
- At least eight years experience in a higher education or non-profit setting focused on health workforce education and development, with an emphasis on managing programs in rural and

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urban medically underserved settings.

- Significant experience managing grant-funded programs, in addition to experience leading grant proposal submissions.
- Significant experience in the design and implementation of AHEC activities, with an emphasis on capacity building and system change initiatives.
- Exemplary writing skills inclusive of technical documents, stakeholder reports, manuals or guides, policy briefs and proposals.

Salary Range

\$104,000 - \$125,000

Special Instructions Summary

Is a background check required for this posting?

No

Contact Information

Contact's Name: Angela Henke

Contact's Pronouns:

Contact's Title: HR Manager

Contact's Email: ahenke@buffalo.edu

Contact's Phone: 716-816-7248

Posting Dates

Posted: 03/21/2025

Deadline for Applicants: Open Until Filled

Date to be filled: 06/02/2025

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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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