

Director of Human Resources  
University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=259024>

Downloaded On: Jul. 4, 2025 9:10am

Posted Jul. 3, 2025, set to expire Aug. 4, 2025

**Job Title** Director of Human Resources  
**Department** UBMD Internal Medicine  
**Institution** University at Buffalo  
Buffalo, New York

**Date Posted** Jul. 3, 2025

**Application Deadline** 07/02/2026  
**Position Start Date** Available immediately

**Job Categories** Director/Manager

**Academic Field(s)** Human Resources

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**Job Description**

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**Director of Human Resources, UBMD Internal Medicine**

**Position Information**

**Position Title:** Director of Human Resources, UBMD Internal Medicine

**Department:** Medicine

**Posting Link:** <https://www.ubjobs.buffalo.edu/postings/57809>

**Job Type:** Full-Time

**Posting Detail Information**

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## Position Summary

The [UBMD Internal Medicine](#), Division of Medicine is seeking applicants for a full-time **Director of Human Resources** for its community-based practice sites.

### They are responsible for:

- Collaborates with senior leadership to understand the organizations goals and strategy related to staffing, recruiting, and retention.
- Plans, leads, develops, coordinates, and implements policies, processes, training, initiatives, and surveys to support the organizations human resource compliance and strategy needs.
- Develops and implements departmental budget.
- Facilitates professional development, training, and certification activities for HR staff.
- Identifies staffing and recruiting needs; develops and executes best practices for hiring and talent management.
- Conducts research and analysis of organizational trends including review of reports and metrics from the organizations human resource information system or talent management system.

### 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](#).

*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.*

## Minimum Qualifications

- Bachelors Degree in Human Resources, Business Administration or related field required.
- Five years of human resource management experience required.

## Preferred Qualifications

- Masters Degree preferred.

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- SHRM-CP or SHRM-SCP highly preferred.

**Salary Range**

\$110,000 - \$125,000

**Special Instructions Summary**

**Is a background check required for this posting?**

No

**Contact Information**

**Contact's Name:** Dory Prouty

**Contact's Pronouns:**

**Contact's Title:** Senior Human Resources Generalist

**Contact's Email:** marychur@buffalo.edu

**Contact's Phone:** 716-558-6629

**Posting Dates**

**Posted:** 07/02/2025

**Deadline for Applicants:** Open Until Filled

**Date to be filled:**

jeid-7b649bb106a22f48b1b8d138dfef644f

**Contact Information**

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

**Contact**

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N/A

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