

Associate Vice President for Business Operations, Health
Sciences
University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=259769>

Downloaded On: Jul. 18, 2025 10:15pm

Posted Jul. 16, 2025, set to expire Aug. 4, 2025

Job Title	Associate Vice President for Business Operations, Health Sciences
Department	Health Sciences
Institution	University at Buffalo Buffalo, New York
Date Posted	Jul. 16, 2025
Application Deadline	07/15/2026
Position Start Date	Available immediately
Job Categories	Associate Vice-(Provost/Chancellor)
Academic Field(s)	Business & Administration
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Job Description

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Associate Vice President for Business Operations, Health Sciences

Position Information

Position Title: Associate Vice President for Business Operations, Health Sciences

Department: Health Sciences

Posting Link: <https://www.ubjobs.buffalo.edu/postings/58032>

Job Type: Full-Time

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Posting Detail Information

Position Summary

Reporting to the Vice President for Health Sciences (VPHS) / Dean of the [Jacobs School of Medicine and Biomedical Sciences](#) (VPHS/Dean) and as a member of the VPHS/Deans senior leadership team, the AVPBO will serve as the principal liaison of financial planning and information between the Office of the Vice President for Health Sciences/Dean and the UB Office of Vice President for Finance and Administration, the UB Office of the Vice President and Chief Information Officer, the UBMD practice plans, the office of Graduate Medical Education and our affiliated health care partners, related to administrative planning and operations.

As the principal strategic partner in the integration of clinical and academic administrative operations, the AVPBO will work alongside VPHS, Jacobs School and UBMD leadership to identify and maximize opportunities for improvements and efficiencies to support the schools strategic plan, goals, and objectives. This will include facilitation of recruitments spanning multiple entities by acting as conduit for recruitment between the Jacobs School, UBMD, UBA and our clinical partners to ensure recruitments are seamless, timely and promote synergy across the tripartite missions of clinical, research, and education. This will also encompass working collaboratively with the Graduate Medical Education senior leadership team and clinical/hospital partners to ensure effective financial and business operations and appropriate support for our residents.

Under the Office of the Dean, Jacobs School of Medicine and Biomedical Sciences, the AVPBO serves as the chief administrative officer for the Jacobs School, overseeing the Jacobs School Office of Resource Management, Jacobs School Facilities Planning and Management Officer and the Jacobs School Office of Medical Computing. The AVPBO will be charged with advancing financial and operational strategies for the Jacobs School and overseeing the implementation and effectiveness of financial, information, and other control systems by forecasting future revenue and expenditures to minimize financial risks to the organization. The AVPBO will also promote collaborative and cohesive operations across the Jacobs Schools clinical and academic continuum, including the coordination of information technology (Office of Medical Computing), facilities, and business systems, as well as the strategic recruitment of faculty and physician leadership positions.

The AVPBO will also participate in strategic planning and long-term planning initiatives, will demonstrate expertise in organizational engagement and consensus building, and will work collaboratively to provide the administrative infrastructure to sustain academic, research, and clinical excellence through partnerships with internal

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Key responsibilities include:

- Act as Strategic Business Partner for Financial Management
- Lead the Integration of Clinical and Academic Administrative Operations
- Oversee Recruitment of Physician and Faculty Leadership Positions
- Support the business functions of the GME office in their interactions with clinical partners
- Oversee space coordination and management
- Serve as a key member of the Senior Management team

Outstanding Benefits Package

Working at UB 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 benefits website to learn about our [benefit packages](#).

About UB

The University at Buffalo is SUNY's most comprehensive public research university, and an outstanding place to work. UB amplifies ambition for faculty and staff by offering endless possibilities to achieve more. Here, people from all backgrounds and cultures challenge and inspire each other to discover, learn and succeed. Dedicated staff and engaged faculty collaborate to further knowledge and understanding, and develop tenacious graduates who are valued for their talents and their impact on global society. 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.

Minimum Qualifications

We are particularly looking for candidates who can operate effectively in a diverse community of faculty and staff and who share our vision of helping all constituents reach their full potential. Successful candidates will have:

- A bachelors degree in a relevant field from an accredited institution.

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- Five years of progressively responsible experience managing and administering a successful business services program in a complex and distributed organization.
- Demonstrated experience leading change, promoting a diverse workforce, optimizing business systems, processes and reporting tools and engaging faculty and staff in these activities is required.
- Demonstrated understanding of the application of healthcare finance and academic medicine.
- Demonstrated competence in health care payment models, value-based care models, Centers for Medicare and Medicaid Services, medical billing, accounting, health systems organizational models.

Preferred Qualifications

- A masters degree.
- Five years of progressively responsible experience working in higher education, healthcare, academic medicine, and/or health systems operations management.
- Experience in managing capital planning and facilities processes and teams, preferably in a university or healthcare setting.
- Knowledge of health care management principles and practices, healthcare industry operations and trends.
- Ability to communicate effectively to a variety of audiences in small and large group settings.
- Ability to exercise a high degree of initiative, sound judgement, discretion, and decision-making skills.
- Ability to solve management issues and direct numerous and varied operations simultaneously.
- Ability to set and maintain high standards of performance, hold people accountable for achieving deliverable metrics, encourage team participation, and motivate others through a shared vision.
- Knowledge of financial and human resource management practices in an academic medicine environment.
- Knowledge of related regulatory and compliance requirements.

Physical Demands

Salary Range

Competitive

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Special Instructions Summary

Is a background check required for this posting?

No

Contact Information

Contact's Name: Brendan Tom

Contact's Pronouns: he/him

Contact's Title: Director of Human Resources, Jacobs School of Medicine and Blomedical Sciences

Contact's Email: bjtom@buffalo.edu

Contact's Phone: 716-829-2771

Posting Dates

Posted: 07/15/2025

Deadline for Applicants:

Date to be filled:

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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