



Job Title	Associate Director, Graduate Medical Education	Job Code	COM24
Pay Plan	A&P	Pay Grade	19
Union	Non-Union	FLSA Status	Exempt
Job Family	College of Medicine	Union Code	0
		Subfamily	College of Medicine

Job Family & Subfamily Summary

College of Medicine Professionals include positions that are specialized and unique to the UCF College of Medicine.

Job Summary

Manages Graduate Medical Education (GME) office, including institutional oversight and accreditation, for many residency programs geographically located at primary clinical hospital sites across the state of Florida.

Representative Duties

1. Accreditation

- Manages, implements, and coordinates new and ongoing accreditation of residency programs by Accreditation Council of Graduate Medical Education (ACGME)
- Works with Associate Dean to ensure management of GME committee and institutional subcommittee, update all mandated policies, and ensures compliance with regular mandated internal and external surveys

2. Residency Program

- Provides oversight for hiring new residents, including ongoing management of national application and match systems (ERAS and NRMP), manages resident contract and onboarding processes, coordinates visas for international residents
- Facilitates communication and meetings throughout GME consortium, including conducting regular meetings with hospital based coordinators, staff, and faculty
- Manages updates of GME website and resident management software (MedHub)
- Serves as liaison to other key departments for GME activities at UCF including faculty affairs, faculty development, Legal, finance and COM-HR

3. Administrative/Supervision

- Manages and directs GME budgets and funds through coordination with COM Finance and consortium and hospital finance offices
- Manages and directly supervises the staff in the GME office and offers indirect supervision and oversight to the program coordinators at partner hospitals
- Manages affiliation agreements, contracts with legal department

Education, Experience, Skill Requirements		
	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
6+ years of relevant work experience 2+ years of leadership experience		
Additional Requirements		

Physical/Environmental Demands
Standard office environment with no unique physical demands

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.