

Department Administrator - Clinical Pediatrics

UT Southwestern Medical Center
Dallas, Texas

Now is the best time to join our clinical team at UT Southwestern Medical Center's Department of Clinical Pediatrics in Dallas. This is an exciting opportunity for an experienced department administrator to provide key organization skills to our clinic staff.

In this role, you will partner with Department Chair and other institutional leaders in the operations and strategic planning of the department as it relates to budget planning, fiscal and resource planning/administration, human resource utilization, policy administration, and coordination and negotiation of activities with other entities. The Department Administrator provides strategic leadership, oversight and management over all aspects of the day-to-day administration of the department; works in close collaboration with departmental leadership to implement strategic and operational plans; may represent the Chair in various meetings and venues. S/he supports and partners with the Chief Operating Officer for Academic Affairs on School of Medicine and Health System goals and other administrative and financial issues. Performs other duties as assigned.

Requirements

- Bachelor's degree in Business Administration. Master's degree in Business or Healthcare Administration preferred.
- Six (6) years of directly related experience with three (3) years in supervisory/management capacity. Eight (8) years directly related experience with at least four (4) years in supervisory/management capacity preferred.

To apply, please send your resume to troyce.coles@UTSouthwestern.edu or apply online at <https://jobs.utsouthwestern.edu/aaapda>

About UT Southwestern Medical Center:

UT Southwestern Medical Center ranks among the top academic medical centers with more active Nobel Prize winners than any other medical school in the world. As a premier educational, clinical and research institution, UT Southwestern is home to more than 2,000 distinguished scientists, physicians and allied health professionals. Our University Hospital has achieved Magnet Recognition® by the American Nurses Credentialing Center (ANCC), joining only 7% of hospitals in the United States.

UT Southwestern is an Affirmative Action/Equal Opportunity Employer. Women, minorities, veterans and individuals with disabilities are encouraged to apply. We offer a supportive, culturally diverse environment, competitive salaries and state of Texas benefits that begin the first day of employment.