

Job Title: Executive Administrator (req. 103089)

Employer: The University of Chicago, Pediatrics Administration

About the Unit:

In the Department of Pediatrics at the University of Chicago, we strive to provide the highest level of complex care for children from diagnosis and treatment to conducting research to find promising new therapies with a focus on teaching. We are committed to advancing the frontiers of knowledge, and the education and training of future clinical pediatricians, subspecialists, educators, clinical investigators and physician-scientists.

Professional and investigative aspects of medicine are readily combined and the attributes of academic life are easily recognized in the Department of Pediatrics. Our faculty and staff value the designation "teacher of teachers" and appreciate the importance of research training, individual creativity and high quality comprehensive clinical care and service.

The Department of Pediatrics is a dynamic, stimulating place to work, and because we are focused on growth and improved excellence, our staff have particularly challenging and rewarding roles.

Unit Job Summary:

The University of Chicago is seeking an Executive Administrator (EA) to serve as the chief operating and fiscal officer for the Department of Pediatrics within the Biological Sciences Division. The Executive Administrator reports directly to the Department Chair with matrix reporting to the Vice Dean of Finance and Administration.

The Executive Administrator will function as the Chairman's administrative partner in running the Department of Pediatrics and is responsible for the financial and administrative aspects of the Department. The Executive Administrator will plan, coordinate and direct broad and complex financial and management functions of the Department in support of clinical care, research and medical education. The EA will develop short and long-term business plans for the Department. S/he will work with the Chair, Section Chiefs and their respective Section Administrators, if applicable, to conduct ongoing assessment of, and response to, growth opportunities and unmet needs within the Department. The EA provides programmatic leadership and input for all strategic plan implementation processes. The EA will work with the Division and Medical Center leadership to implement new and expanded service lines, strategic alliances and new clinical sites, oversee space assignments and prioritization of capital requests, including equipment and space renovations.

The Executive Administrator will develop short and long-term plans for the business affairs of the Department of Pediatrics, including offsite clinical programs. Charged with managing and overseeing all finance, administrative oversight of clinical operations, business development and strategic planning, and all daily operations within the Department. Work with the Chair, Section Chiefs and their respective

Section Administrators to conduct ongoing assessment of, and response to, growth opportunities and unmet needs within Department. Facilitate partnerships and strategic alliances for clinical expansion in the surrounding communities. Oversee the creation and development of business plans. Oversee space assignments and prioritization of capital requests, including equipment and space renovations.

Manage implementation, direction and policy development in areas of finance, revenue cycle for professional fee billing, grants/contracts, human resources, academic affairs, physician practice management, facility operations and residency programs.

The EA provides effective and inspiring leadership by being actively involved in all programs and services, developing a broad and deep knowledge of all programs. S/he identifies opportunities to leverage cross-program strengths to take advantage of new opportunities and/or to address organizational challenges. The successful candidate will have a proven record in clinical and research management, administration, partnership development and staff management. The EA motivates a large and complex workforce and creates a work environment that is exciting and supportive. S/he communicates transparently with staff, faculty and the Chair. The individual must be able to build collaborative relationships across the Department, the Biological Sciences Division and the Medical Center to ensure alignment with departmental and organizational goals.

This is a senior-level position and provides the opportunity to work directly with leading physicians and academics.

Unit Education:

Bachelor's degree or higher in business, accounting, or a related field required.

Unit Experience:

A minimum of ten years of progressively responsible administrative/supervisory experience required.

A minimum of ten years of healthcare and/or academic medical experience required.

A minimum of seven years of experience with revenue cycle for hospital and professional fee billing required.

Experience negotiating on behalf of a clinical unit in order to accomplish goals required.

Experience accomplishing goals within time-frame and within budget required.

Experience with financial management required.

Experience in organizational management and business development required.

For more information and to apply:

<https://jobopportunities.uchicago.edu/applicants/Central?quickFind=235555>

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