



Classified title: Associate Dean, Administration, Johns Hopkins All Children's

Working title (if applicable): Same as Classified Title

Role/Level/Range: TBD

Starting Salary Range (\$s Min – Mid; commensurate with experience): XXXX

Employee group (Full time/Part-time/Limited/Casual): Full time

Employee subgroup (FLSA Status):

Position Type (New/Direct Replacement/Restructured Replacement): REPLACEMENT

Schedule (hours/days): M-F 37.7 Hours per Week

Location: St. Petersburg, FL

General summary/purpose:

This position is the chief academic administrative office in support of the Vice Dean, JHACH, responsible for integrating and supporting the development of JHACH with the medical/technical, research, education and scientific needs to ensure the highest standards of patient care, research, teaching and sound fiscal management. The position is responsible for participating/leading in strategic planning, financial, administrative, and human resource aspects of building key academic and research programs at JHACH enabling synergies and integration with ACH's clinical programs

This position directs the administrative, financial, strategic, human resource aspects and operational activities of both locations for the Office of the Vice Dean, JHACH JHM-Johns Hopkins All Children's, (Baltimore, MD and St. Petersburg, FL). Supervision and management of these aspects are consistent with the research, clinical and educational goals set forth in the 2011 Integration Strategy, set forth in the Ten Year Strategic Plan and its continuation beyond 2021.

Provide administrative guidance and leadership to School of Medicine faculty and staff, JHACH physicians and staff in formulating and implementing strategic and budgetary objectives. Direct responsibility for all administrative aspects of both OVD offices related to financial, administrative, research, educational and clinical activities through collaborative efforts with the SOM Business office, SOM Dean's office, other clinical/basic science departments and Institutes within the Johns Hopkins Medicine (JHM) and Johns Hopkins All Children's Hospital (JHACH) and JHHS. Direct administrative financial, operational, and strategic leadership for All Children's Research Institute. In support and collaboration with the Vice Dean, JHACH and JHACH faculty leadership and other peer Directors provide oversight and stewardship of finance, grant and contract activity, clinical trial activity, service center activity, human resources, and other Institute and Core program development. Acts as spokesperson for the Vice Dean, JHACH with key senior financial, administrative, and research leadership and Chairmen within JHMI/JHH. Interface with SOM leadership, including members of the Dean's Office, Business Office team, to ensure that financial and administrative policies, processes and controls are properly designed, implemented and followed at all times. This position acts autonomously and with no daily supervision or interaction with the Vice Dean located in St. Petersburg.

Specific duties & responsibilities:

- Supports the Vice Dean in the recruitment and integration of new faculty into JHACH including Chairs, Division Chiefs, Institute Directors and Co-Directors.
- Supports the Vice Dean and the Chairman of Pediatrics of JHCC with identifying collaborative academic programs across the JHCC and ACH.
- Serve as the liaison for JHACH academic programs at key national and international conferences and associations.
- Serve as the senior administrator, for the Vice Dean's Office at JHACH and East Baltimore.
- Oversees creation and management of departmental and division budgets that incorporate university and hospital finance.
- Oversees university human resource activities including staff and faculty issues in support of academic activities.
- Oversees JHACH's ACRI and Office of Medical Education strategic administrative and financial, and human resource activities.
- Oversees federal, state, and private foundation research and programmatic grants (pre- and post-award) for both JHU SOM activities and JHACH's ACRI activities.
- Chief Institutional Official, ACRI.
- Supports Vice-Dean in discussions and program development activities with the JHM Dean's Office, JHCC discussions and JHACH leadership, and outreach programs.
- Supervises Division, Financial, Shared Services, Service Cores Administrators/Managers
- Serves as the communication link between the JHACH physician group for research and academic activities and the JHACH Leadership Team seeking to integrate all functions in the attainment of the JHACH's strategic goals.
- Collaborates with physicians and JHACH leadership to develop & support new academic programs.
- Leads ad hoc and ongoing work teams to resolve academic and research management issues to the benefit of the program.
- Develop SOM-ACH's and JHACH's academic and research operating budget program, as guided by institutional constraints, and provides consultative recommendations regarding alternative approaches and contingencies.
- Develops capital budget for academic and research program and aids in the justification process in conjunction with the, Chairs, Institute Directors, Medical Directors and Program Directors.

- Provides recommended products in the most cost-effective manner, in concert with the purchasing department and line supervisors.
- Other duties as assigned.

Position Location

Position based in Florida at JHACH in St. Petersburg

Travel Required

Minimum qualifications (mandatory):

Master's degree in business, health care administration or related field. Minimum of 10 years progressively professional-level administrative and financial experience required, in a major academic medical department and/or academic children's hospital. Requires 10 years of senior leadership experience.

Preferred qualifications:

Knowledge of hospital and university finance administration, sponsored programs including grants and contracts management preferred.

Special knowledge, skills, and abilities:

Requires excellent interpersonal skills and a deep appreciation of research, educational and clinical issues within a major academic medical center and/or academic children's hospital. Must demonstrate leadership qualities and the ability to be a champion for the various stakeholders within JHM-JHACH and JHACH. Demonstrated record of related accomplishments and the ability to work collaboratively and by consensus.

Technical qualifications or specialized certifications: Proficient in Microsoft Office, Visio.

Any specific physical requirements for the job:

Sitting in a normal seated position for extended periods of time; Reaching by extending hand(s) or arm(s) in any direction; Finger dexterity to manipulate objects with fingers rather than with whole hand or arm, for example, using a keyboard; Communication skills using the spoken word; Ability to see and hear within normal parameters; Ability to move about workspace.

Supervisory responsibility – direct 8; indirect or matrix FY20 Headcount - Fulltime Faculty, Staff and Postdocs 146

Budget authority (indicate dollar amount of budget managed and type/level of authority):



Academic Integration: \$160M+
FY21 Budget- ~\$31M

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