



Associate Director of Department Operations

The Department of Pediatrics at the University of Washington has an outstanding opportunity for a Associate Director of Department Operations (Payroll Title, Associate Director) located in Seattle, WA. The Associate Director is responsible for providing oversight, direction, leadership of all the business/administrative operations of the Department other than Finance and Medical Education. Primary responsibilities include overall operational oversight of human resources, faculty/academic affairs, information systems/technology, payroll, research operations, space/facilities for the Department and Divisions. The successful candidate must also demonstrate a high degree of initiative, financial analysis, operational efficiencies and cost containment, human resource management, process improvement/lean expertise and strategic planning. A functional working knowledge of academic institutions, physician clinical billing and practice management are also required.

As the second largest Department in the UW School of Medicine, Pediatrics has approximately 1,500 appointments, including approximately 500+ paid faculty members, 160 paid staff employees, 125 residents, 100 fellows and 650 volunteer/affiliate faculty and continues to grow each year. The Department is involved in teaching, research, and clinical care. The Department of Pediatrics has a close affiliation with Seattle Children's Hospital (SCH) and Seattle Children's Research Institute (SCRI). UW Pediatrics is a top ranked national pediatrics program and both UW Medical Center and SCH are high ranking regional and national hospitals.

The University of Washington is proud to be one of the nation's premier educational and research institutions. Our people are the most important asset in our pursuit of achieving excellence in education, research, and community service. Our staff enjoys outstanding benefits and professional growth opportunities, as well as an environment noted for diversity, community involvement, artistic pursuits, and the natural beauty of Seattle and the Pacific Northwest.

Check out Requisition 176389 at <http://www.washington.edu/admin/hr/jobs/>
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Learn more about the Department of Pediatrics at:
<http://www.washington.edu/medicine/pediatrics/>

