

Columbia University Vagelos College of Physicians and Surgeons
Department Administrator/Chief Operating Officer, Department of Medicine

Columbia University Vagelos College of Physicians and Surgeons seeks a strategic leader for the role of **Department Administrator/Chief Operating Officer, Department of Medicine**.

ABOUT THE ROLE

Reporting to the Chair of the Department of Medicine and the Vice Dean for Administration, the Department Administrator/Chief Operating Officer (COO) provides strong leadership in managing the financial, administrative, clinical operations, and research administration to support the department's clinical, educational and research programs. The COO will need to possess significant strategic and administrative experience in a complex, academic practice plan environment, an in-depth knowledge of the business of medicine and financial management skills, and familiarity with sponsored research. This individual must be able to identify business opportunities, develop relationships with other hospital practices and clinics in the region, support sound decisions in the development and allocation of space, streamline operational processes to gain greater efficiencies, and in a spirit of openness and shared vision, work with administration and other departments to strengthen the overarching missions.

The new COO will need to develop excellent relationships with administrative staff and colleagues. This includes forming connections with direct reports—the Chief Financial Officer, the Director of Financial Operations, the Director of Human Resources, and the Director of Clinical Operations. In addition, the COO will work closely with Division Chiefs and their Division Administrators to strengthen processes and systems and to share best practices. Finally, the COO will partner with Vice Chairs to drive excellence. Externally, it will be important for the COO to form relationships with appropriate leaders from New York-Presbyterian.

Columbia University Vagelos College of Physicians and Surgeons has retained the services of the Diversified Search Group to assist in this search. Please submit a cover letter and resume or nominations, in confidence, to ColumbiaDeptMed@divsearch.com.

*Columbia University greatly values diversity, equity, and inclusion and
welcomes applicants from all backgrounds.*