



Working Title: Pediatrics Department Administrator

Official title: DIR, BUSINESS SERV/M(J96DM)

Degree and area of specialization:

Master's Degree required. Preference will be given to candidates with degrees in Business, Business Administration, Health Services Administration, Public Administration, Public Health, or significant related experience.

Minimum number of years and type of relevant work experience:

Ten or more years of progressively responsible professional experience with a record of significant accomplishments in managing complex organizations/departments/programs is required, preferably in an academic medical center. Must have a demonstrated understanding of the academic medical center's multiple missions of teaching, research, clinical and community service.

Ongoing position requirements:

Leadership:

- Maintain a deep knowledge of academic medicine and strategies for success.
- Guide, lead, motivate and assess professional teams.
- Participate in strategic planning and leadership by presenting and implementing ideas and processes.
- Demonstrate a commitment to diversity, equity, and inclusion that is evident in all aspects of administrative decisions and practices.
- Participate fully as a member of the Department Executive Council.
- Assess new issues quickly and make wise decisions.

Communication:

- Inspire confidence and create trust.
- Clearly articulate information in oral and written communication.
- Demonstrate excellent interpersonal skills with a variety of stakeholders within the department, school, campus and outside of the institution.
- Articulate the importance of striving to be an anti-racist department.
- Demonstrate a genuine commitment to courteous, sincere, and sensitive service and a positive, caring, patient and tolerant attitude in all interactions.
- Perform quality work. Value accomplishments and show enthusiasm and pride in one's output.

Competencies:

- Demonstrated ability with best practices in finance/budgeting, clinical revenue generation, human resources, grants administration, IT, marketing/communications, personnel development/management, and physical plant.
- Proven negotiation skills.
- Ability to provide values-based leadership and to promote this in others.
- Work well under pressure, prioritize workload effectively and delegate responsibility as appropriate.

Position Summary:

The Department of Pediatrics (DOP) Department Administrator serves as the designee of and reports directly to the Chair.

The Chair and Administrator provide leadership to the management team and are responsible for oversight of the department's research administration and educational services. Both the Chair and the Administrator are jointly responsible to the executive leadership of the University of Wisconsin School of Medicine and Public Health (SMPH) and UW Health (UWH) for the conduct and activity of the department. The Administrator is directly responsible to the Chair for the management of the department's \$104 million clinical, educational, research, service, and administrative annual budget.



The Administrator plans, directs, coordinates, monitors, and evaluates all administrative and financial operations and activities related to the department's mission.

The DOP currently has over 500 employees consisting of approximately 185 paid faculty, 40 advanced practice providers, 165 staff, 70 residents and fellows and 50 graduate and undergraduate students. The Department is comprised of 16 divisions with 9 ACGME-accredited fellowships. DOP providers care for patients at the American Family Children's Hospital (AFCH), UnityPoint Health Meriter, SSM Health St. Mary's, the Waisman Center, multiple primary care clinics in the greater Madison area, and outreach sites in Wisconsin and Illinois.

The SMPH has a deep and profound commitment to diversity both as an end in itself but also as a valuable means for eliminating health disparities. As such, it is essential that applications from candidates who have the skills and commitment to foster and promote the values of diversity, equity, and inclusion are encouraged. The DOP has a goal of striving to be an anti-racist department and has undertaken a multifaceted initiative to address this.

The School of Medicine and Public Health has a deep and profound commitment to diversity both as an end in itself but also as a valuable means for eliminating health disparities. As such, we strongly encourage applications from candidates who foster and promote the values of diversity and inclusion.

Principal duties:

PLANNING: In collaboration with the Chair, Executive Council, and Division Chiefs, provide leadership for the department's long term (strategic) and short term planning processes, establishing planning objectives, timelines and measures of success. Coordinate and conduct analyses and recommend a course of action, or actions, to the Chair. Regularly work with the Chair on strategic planning, needs assessment, and initiatives to enhance the department in all aspects of its mission. Guide the development, implementation, evaluation and communication of the strategic plan in line with the department's mission, vision and core values.

FINANCIAL: Collaborate with the DOP Associate Director for Finance and fiscal team to develop and administer department budgets for the SMPH and UWH. Oversee all departmental funding including, but not limited to, SMPH, UWH, Graduate Medical Education sources, R&D, capital equipment, extramural research funding, gifts and in-kind contributions. In conjunction with the Associate Director, monitor and report to the Chair on the financial operations of the department. Ensure adherence to prudent and generally accepted accounting practices, and compliance with all Federal, State, University, and third party payer rules, regulations, laws and bylaws. Oversee the identification and development of new department funding sources. Ensure the Chair is well apprised about fund availability and advise on prudent practices for use given department goals and objectives. Work closely with the Chair, Associate Director, fiscal team, and DOP Compensation Committee in administering physician compensation.

EDUCATION: In collaboration with the Chair and DOP Vice Chair for Education, oversee the development and support of educational programs for medical students, residents, fellows, and faculty. This includes facilitating administrative coordination with the SMPH and UWH.

RESEARCH ADMINISTRATION: In collaboration with the Chair, DOP Vice Chair for Research, and Associate Director for Research and Operations, recommend, develop and enforce policy for research program management and oversee the administration of research programs, strategic planning, and research development. Provide leadership and administrative oversight for all basic, clinical, translational, and training programs including staffing, compliance, budgeting, post-award accounting, and facility needs. Enforce adherence to legal guidelines and in-house policies to assure integrity of decisions and process.

HUMAN RESOURCE MANAGEMENT/ACADEMIC AFFAIRS: Collaborate and coordinate with DOP



leadership, SMPH and UWH HR regarding activities involving recruitment, appointment, evaluation, compensation, promotion, and professional development for faculty, academic and university staff. Determine appropriate staffing levels and provide leadership and coordination for the faculty recruitment and contract processes. Participate in negotiations with other department, SMPH, and campus units regarding unique circumstances, policy and process. Collaborate with the Chair, DOP Vice Chair of Clinical Affairs, Division Chiefs, UWH and SMPH HR to address clinical performance concerns, ensuring effective communication with and acquired competencies for faculty.

LEADERSHIP: Propose, develop, and enforce administrative policy. Provide information and make recommendations to the Chair. Provide faculty education on administrative issues. Liaison between the department and UWH, SMPH, campus, and external entities on funding, clinical endeavors, joint resources, contracting and other issues. Model and instill in others a high degree of professionalism, which includes demonstrating honesty, integrity, accountability and a commitment to altruism in all work interactions and responsibilities. Ability to set a positive tone for the department that promotes a respectful and mutually supportive work force. Exercises supervisory authority, including hiring, transferring, suspending, promoting, managing conduct and performance, discharging, assigning, rewarding, disciplining, and/or approving hours worked of at least 5.0 FTE or equivalent employees.

SPACE/FACILITIES: In conjunction with the DOP Associate Director for Research and Operations, the Administrator is responsible for the acquisition and allocation of office and research space. Represent the department's interest regarding leased space. Responsible for organizing and supporting remote work opportunities and for compliance with infection control requirements, fire code and other safety considerations.

INFORMATION SYSTEMS: Collaborate with the DOP Director of Information Technology regarding IT infrastructure and setting priorities. Work with the Director to ensure changes are planned and coordinated with department leadership, UWH, SMPH, campus, and affiliated entities.

COMMUNICATIONS/MARKETING: Work closely with the DOP Communications Director whose responsibilities include, but are not limited to, coordinating/writing/editing publications; e-newsletters; annual reports; e-mail communications; web, intranet and social media content.

Competencies, knowledge and abilities:

Teamwork: Incumbent is expected to participate fully as a member of the Department of Pediatrics, sharing mutual goals in an inclusive environment that respects diversity. The Administrator will demonstrate respect and cooperation in fulfilling the goals and missions of the department.

Skills: Demonstrated technical ability, understanding of job expectations, knowledge of and experience with the principles and practices in an academic health care setting, and familiarity with organizational policies and procedures. The incumbent will possess a demonstrated ability and experience with business finances and human resource issues, recruitment strategies and benefits packages. The Administrator will have expertise with a variety of software including, but not limited to, spreadsheets, databases, word processing, electronic mail and other communication platforms.

Leadership: Oversee quality control throughout the department, establishing goals for each division in partnership with administrative staff. Incorporate anti-racist practices into administrative operations. Demonstrated ability to participate in strategic planning and present and implement ideas and processes to position the department at a high level within the SMPH, UWH, and the community. Set high standards of performance for self and others; assume responsibility and accountability for successfully completing assignments or tasks; self-impose standards of excellence rather than having standards imposed.

Communication: Incumbent will possess excellent interpersonal skills with a variety of individuals including faculty, other care providers, staff, administrators, research partners, trainees, and guests. Incumbent must effectively initiate, receive, and respond to information, ensuring a high



level of service. The ability to clearly convey information and ideas through a variety of mediums to individuals or groups in a manner that engages the audience and helps them understand and retain the message is necessary.

Quality Improvement: Incumbent should demonstrate a commitment to performing quality work. The Administrator assumes responsibility and accountability for his/her own actions, values accomplishments, and shows enthusiasm and pride in the department and its missions. Incumbent demonstrates a self-directed work effort that confirms the ability to recognize personal strengths and weaknesses and is expected to develop goals for professional growth.

Customer Service: The DOP is committed to providing excellent customer service. The incumbent is expected to demonstrate a genuine commitment to courteous, sincere, and sensitive service, and a positive, caring attitude in all interactions. The Administrator must project a positive image of him/herself and the department at all times.

Additional Information:

To see the principal duties of this position, please click on the "Full Position Details" link below.

A criminal background check will be conducted prior to hiring.

Employee class: Limited Appointee
Department(s): SMPH/PEDIATRICS
Full time salary rate: Negotiable ANNUAL (12 months)
Appointment percent: 100%
Anticipated begin date: March 1, 2021
Number of positions: 1

Department Contact:

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HOW TO APPLY:

To apply for this position, please click on the "Apply Now" button. You will be asked to upload a resume and cover letter as a part of the application process. Please ensure that the resume and cover letter address how you meet the minimum/preferred qualifications for the position. This application will also require submission of three professional references, including your current or most recent supervisor. References will not be contacted without advance notice.

To ensure consideration, application must be received by: February 10, 2021



If you need to request an accommodation because of a disability you can find information about how to make a request at the following website: <http://www.oed.wisc.edu/478.htm>

NOTE: Unless confidentiality is requested in writing, information regarding the names of applicants must be released upon request. Finalists cannot be guaranteed confidentiality.

UW-Madison is an equal opportunity/affirmative action employer. We promote excellence through diversity and encourage all qualified individuals to apply.

For more information on the University of Wisconsin-Madison Office of Human Resources please see <http://www.ohr.wisc.edu/>

*For more information on the University of Wisconsin-Madison see our home page at <http://www.wisc.edu/>
For UW Madison Campus Safety Information see <http://www.students.wisc.edu/safety/>*

