

Director, Administrative Operations - Department of Pediatrics (Job ID #155367)

College of Medicine/Department of Pediatrics

UNIVERSITY OF ILLINOIS AT CHICAGO (UIC)

Description:

The [Department of Pediatrics](#) at the University of Illinois at Chicago is seeking a Director of Administrative Operations (DAO). The College of Medicine is undergoing significant growth in clinical care and clinical research, and is looking for leaders to help build world-class patient care departments.

Duties:

DAO responsibilities include management of all financial and personnel activities, including the preparation, monitoring, and evaluation of fiscal and annual operating and capital budgets, grants and contracts, human resources, and information management. The individual will serve as a key collaborator in both long-term strategic-planning and annual goal-setting activities. We anticipate that the selected candidate will have demonstrated abilities to develop and grow clinical and/or other programs. A critical focus of this role is optimization of revenue cycle and collections, cost and expense tracking and management, and oversight of human resources activities.

We are looking for an individual who is forward thinking, technically competent, and independently driven who will inspire and motivate the administrative team to achieve excellence. This position will work closely with the Department Head and faculty in planning and implementing departmental policies and in developing and evaluating goals and strategies to distinguish the department as one of the top-performing pediatric departments in the country. Additional duties include overseeing regulatory compliance; participating in contract negotiations and business development; and working collaboratively with health system and/or college marketing, public relations, and advancement teams. In addition to being the principal liaison and representative for personnel and financial matters to the university, college, and hospital, the DAO will be the department's representative on campus and university committees and liaison with community organizations.

The UIC Department of Pediatrics is dedicated to providing comprehensive family-centered health care to all children; multi-level professional education to students, physicians, and allied health-care workers in all aspects of pediatrics; and a voice of advocacy for children of the state of Illinois. We are also actively engaged in the community to improve the health status of children through preventative and educational efforts, and to lead with basic and clinical research to move the field of pediatrics forward. Our diverse medical teams bring the world's latest advancements to patient care, research, and teaching.

The Department of Pediatrics cares for more than 45,000 patients each year, and includes more than 100 full- or part-time faculty in more than thirteen medical specialties. The department has a substantial research portfolio and is ranked #48 nationally in NIH funding (Blue Ridge). Faculty leaders provide overall medical-guidance planning for UI Health and the Children's Hospital of the University of Illinois was rated in 7/10 specialties in US News and World Report as one of the "best children's hospitals" in Illinois in 2021. In 2014, with a

CMS Healthcare Innovation Award, the department developed and implemented a population health model for more than 6,000 children and young adults and now operates as community health innovation for the department and children's hospital. The department works very closely with multiple stakeholders in child health across the UI Health System.

Qualifications:

- Bachelor's degree in Healthcare Administration, Business Administration, Management or in a related field required. Master's degree preferred.
- A minimum of 5 years of administrative/management experience. Management experience in healthcare environment desired.
- Strong interpersonal, management and communication skills. Knowledge of Microsoft Office.

For fullest consideration, submit cover letter, list of three references, and CV online by **November 8, 2021** at:

jobs.uic.edu/job-board/job-details?jobID=155367

The University of Illinois at Chicago is an affirmative action, equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, gender identity, sexual orientation, national origin, protected veteran status, or status as an individual with a disability.

Offers of employment by the University of Illinois may be subject to approval by the University's Board of Trustees and are made contingent upon the candidate's successful completion of any criminal background checks and other pre-employment assessments that may be required for the position being offered. Additional information regarding such pre-employment checks and assessments may be provided as applicable during the hiring process.

As a qualifying federal contractor, the University of Illinois System uses [E-Verify](#) to verify [employment eligibility](#).

The University of Illinois System requires candidates selected for hire to disclose any documented finding of sexual misconduct or sexual harassment and to authorize inquiries to current and former employers regarding findings of sexual misconduct or sexual harassment.

For more information, visit

www.hr.uillinois.edu/cms/One.aspx?portalId=4292&pageId=1411899

University of Illinois faculty, staff and students are required to be fully vaccinated against COVID-19. If you are not able to receive the vaccine for medical or religious reasons, you may seek approval for an exemption in accordance with applicable University processes.