



**Administrator – Division of Hematology/Oncology, Department of Pediatrics, Emory University School of Medicine**

**Job Number 76311;** <https://www.hr.emory.edu/careers/>

**Department of Pediatrics**

**Job Type: Regular, Full-Time**

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Emory University is a leading research university that fosters excellence and attracts world-class talent to innovate today and prepare leaders for the future. We welcome candidates who can contribute to the diversity and excellence of our academic community.

**Description**

The Administrator will work in Emory University's School of Medicine Department of Pediatrics, Division of Hematology/Oncology to plan and coordinate major administrative and clinical activities including grants and contracts, budget planning, financial analysis, strategic planning, and human resources management. This division has 117 MD and PhD faculty, with a robust research program totaling over \$40M in extramural funding. Clinical practice takes place primarily at Children's Healthcare of Atlanta locations.

**JOB DESCRIPTION:**

- Plans, coordinates and is responsible for major administrative and clinical activities including grants and contracts, budget planning, financial analysis, data processing operations, and human resources management for at least one department or major division with multiple locations and at least one health system partner (Ex. Emory Healthcare).
- Serves as an autonomous leader with departmental decision-making authority, including overall budget development and leadership presentation and responsibility, including grant funding.
- Works with departmental leadership to develop, administer and monitor the capital equipment, operations, and personnel budgets. Develops plans to ensure that generated clinical revenues increase each year while limiting expenses.
- Works with Department Chair to establish goals and objectives for the department(s); monitors progress towards their achievement. Develops and implements various clinical and administrative programs to enhance employees' skills and to improve the effectiveness of existing clinical services.
- Develops new programs to ensure the growth of the department and to meet the changing demands for new services.
- Acts as a liaison between management and other schools/departments concerning clinical activities and issues. Ensures required record-keeping is maintained.
- Develops and implements formal training and development programs for staff. Performs related responsibilities as required.
- Note: Administrators within the Basic Sciences oversee at least two Basic Science Departments with associated employee supervision. Basic Science Administrators may have responsibility for multiple locations and/or School of Medicine academic affiliations (e.g. Georgia Tech).

**ADDITIONAL JOB DETAILS:**

- Serves as an autonomous leader with departmental decision-making authority, including overall budget development and leadership presentation and responsibility, including grant funding.
- Works with departmental leadership to develop, administer and monitor the capital equipment, operations, and personnel budgets.
- Develops plans to ensure that generated clinical revenues increase each year while limiting expenses.

- Works with Department Chair to establish goals and objectives for the department(s); monitors progress towards their achievement.
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- Ensures required record-keeping is maintained.
- Develops and implements formal training and development programs for staff.
- Performs related responsibilities as required.

#### MINIMUM QUALIFICATIONS:

- Master's degree, preferably in business, finance, or related science field, and seven years of professional business or management experience which includes experience in a clinical or healthcare environment, OR an equivalent combination of experience, education, and training.
- Previous supervisory experience.

#### PREFERRED QUALIFICATIONS:

- 7 Years business experience in academic environment.
- Experience in management of clinician scientists and basic scientist research funding.
- Experience in managing a clinical practice.
- Prior supervisory and management level experience.

NOTE: This role will be granted the opportunity to work from home temporarily during the COVID-19 pandemic, with intent to return to an Emory University location in the future. Emory reserves the right to change remote work status with notice to employee.

#### **Emory Supports a Diverse and Inclusive Culture**

To ensure the safety of our campus community, the COVID-19 vaccine is required. For more information on the University and Hospital policies and potential exemptions, please see our website.

Emory University is dedicated to providing equal opportunities and equal access to all individuals regardless of race, color, religion, ethnic or national origin, gender, genetic information, age, disability, sexual orientation, gender identity, gender expression, and veteran's status. Emory University does not discriminate in admissions, educational programs, or employment on the basis of any factor stated above or prohibited under applicable law. Students, faculty, and staff are assured of participation in University programs and in the use of facilities without such discrimination. Emory University complies with Executive Order 11246, as amended, Section 503 of the Rehabilitation Act of 1973, the Vietnam Era Veteran's Readjustment Assistance Act, and applicable executive orders, federal and state regulations regarding nondiscrimination, equal opportunity and affirmative action. Emory University is committed to achieving a diverse workforce through application of its affirmative action, equal opportunity and nondiscrimination policy in all aspects of employment including recruitment, hiring, promotions, transfers, discipline, terminations, wage and salary administration, benefits, and training. Inquiries regarding this policy should be directed to the Emory University Department of Equity and Inclusion, 201 Dowman Drive, Administration Building, Atlanta, GA 30322.

Emory University is committed to providing reasonable accommodations to qualified individuals with disabilities upon request. To request this document in an alternate format or to request a reasonable accommodation, please contact the Department of Accessibility Services at 404-727-9877 (V) | 404-712-2049 (TDD). Please note that one week advance notice is preferred.