

Department of Pediatrics, University of North Carolina  
Associate Chair for Administration

The University of North Carolina at Chapel Hill, the nation's first public university, is a global higher education leader known for innovative teaching, research and public service. The UNC School of Medicine, partnered with UNC Health Care, is consistently ranked among the top medical schools in the US. As an institution, we strive to promote a diverse, inclusive environment where our colleagues excel in the interrelated areas of patient care, education, and research.

Chapel Hill is a vibrant college community that borders the Research Triangle Park, known globally for innovation in research & technology, along with Durham and Raleigh. With its famed collegiate rivalries, beautiful green spaces, and thriving economies, our region is consistently ranked as one of the best places to live, work, play, and learn.

The Associate Chair for Administration (ACA) in the Department of Pediatrics partners with the Chair to develop a strategic vision to lead the Department to stellar performance in all missions: clinical care, education, research, and service and ensures departmental resource allocation in support of strategic priorities, with a focus on school and system alignment. The Associate Chair assumes substantial independent senior administrative authority in the Chair's Office for leadership and innovative direction for the Department's policy development and implementation of systems and initiatives to attain goals.

The Department of Pediatrics is crucial to the success of the UNC School of Medicine and UNC Health. The Associate Chair plays a critical role important role in the department, school, and system. (S)he assumes a key role in in providing leadership in the Department and in developing policies and procedures at the local level to meet University and the Health Care System global demands. The Associate Chair will partner with UNC Health Care leaders to ensure that Pediatric clinical operations meet or exceed expectations for quality, efficiency, productivity, patient satisfaction, employee satisfaction and faculty/provider satisfaction. In the role of chief financial officer for the Department, the ACA designs initiatives and implements systems for financial planning and management. The ACA also oversees the financial management of sponsored program and regulatory compliance function of research administration by ensuring compliance with all institutional and federal policies and procedures. Overall, the ACA is responsible for effectively managing personnel activities for all employee types with two discrete systems, including recruitment and retention of faculty and staff.

**Education Requirements:**

Minimum qualifications of an advanced degree (masters or higher) and no less than 5 to 7 years of management-level experience in the full range of administrative and financial functions of an academic department or research center in a higher education, research, or health care setting. Candidates with 7 to 10 years of directly comparable experience may substitute for the required advanced degree in which case a bachelor's degree and the requisite experience is mandatory.

**Qualifications and Experience:**

Candidates should have five to ten years as a senior manager with experience in a medical practice or other health organization, ideally in an academic medical center. The Associate Chair must possess superior verbal and written communication skills, excellent interpersonal behaviors, and the capacity to inspire confidence in his or her reasoning and decision-making.

The successful Associate Chair will be an experienced, intuitive, creative, and dynamic leader with superior interpersonal and problem-solving skills. S/he will have well-developed attributes of professionalism, leadership, communication, presentation abilities, superior organizational skills, as well as analytic expertise. Critical skills and knowledge required are focused but not limited to the following areas: program development and growth, strategic planning, customer service, patient/physician/staff satisfaction, quality improvement, marketing, public relations, physician recruitment, public speaking, financial management, operational leadership, and human resource management.

Interested Applicants should apply via: <https://unc.peopleadmin.com/postings/189902>

The University of North Carolina at Chapel Hill is an equal opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to age, color, disability, gender, gender expression, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, or status as a protected veteran.