



Clinical Sciences Associate Department Administrator Clinical Operations

The University of Wisconsin-Madison is currently recruiting for a Clinical Sciences Associate Department Administrator for Clinical Operations that will support the Department of Pediatrics (DOP) clinical, education, research, and advocacy missions through strategic leadership of clinical program development, faculty & APP workforce planning/recruitment and retention, clinical quality, informatics, and regional outreach under the direction of the Administrator and the Chair of the DOP. The Associate Department Administrator will act in the stead of the Administrator and Finance Associate Director when neither is available. This position will independently identify problems, develop solutions and direct others in the implementation of those solutions. The Associate Department Administrator will oversee Business Development/Data Analytics, Information Systems, and Billing & Coding and report directly to the Administrator, serving as a member of the Department's administrative leadership team. This position will work with and coordinate operations between several entities including the UW School of Medicine and Public Health (SMPH), the American Family Children's Hospital (AFCH), UW Health (UWH), and affiliated hospitals and clinics across the region.

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.

For additional information and to apply, please review the full job posting:

[CLINICAL SCIENCES ASSOCIATE DEPARTMENT ADMINISTRATOR-PEDIATRICS at UW-Madison \(wisc.edu\)](#)