



# EMORY | SCHOOL OF MEDICINE

## Senior Administrator, Gynecology and Obstetrics

The Senior Administrator 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 within the Department of Gynecology and Obstetrics.

### ROLE DESCRIPTION:

- Has responsibility for both the academic and clinical missions of the department.
- Serves as an autonomous leader with departmental decision-making authority, including overall budget development and leadership presentation and responsibility, including grant funding.
- Works with Department Chair 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.

### MINIMUM QUALIFICATIONS:

- Master's degree, preferably in business, finance, or related science field, and eight 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.

To apply for this role, visit the Emory Careers site at: <https://www.hr.emory.edu/careers/>

Requisition # 88234

*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*