

**Administrator
VCU Health System
Richmond, VA**

VCU Health System's **Neurology Department** is seeking a **full time Administrator** to provide administrative, financial, and operational leadership for a large, diverse and growing Department, with committed leadership and resources to establish a nationally prominent department of neurology. The Administrator will play a critical role in executing this vision. In partnership with the Department Chair and other institutional leaders, the Administrator will be responsible for administrative, financial, and operational leadership of all aspects of Departmental activities. Specific responsibilities include (but may not be limited to):

1. Participates in strategic planning, working in close collaboration with departmental leadership to ensure departmental goals and objectives are aligned with VCUHS and VCU's.
2. Promotes the recruitment of additional faculty and staff in partnership with Department leadership, to allow for strategic departmental growth.
3. Manages programmatic and relationship development, including development of metrics by which performance of departmental initiatives may be judged.
4. Maximizes clinical practice and research productivity.
5. Oversees Departmental budget preparation and provides financial leadership, including:
 - a. Prepares and analyzes financial reports
 - b. Manages and monitors individual financial management issues
 - c. Monitors budget and fiscal performance and expenditures and revenues, and recommends adjustments or corrective action when appropriate
 - d. Develops and monitors appropriate internal control practices
 - e. Provides accurate and timely financial information to the Department Chair and Departmental, MCVP and VCUHS leadership.
6. Provides guidance to department leadership and individual faculty regarding the compensation plan in order to ensure maximal productivity.
7. Oversees administrative aspects of the research enterprise including grant and contract administration and providing financial and administrative support for major research proposals.
8. Provides administrative direction to departmental educational programs in collaboration with the Chair and Residency, Fellowship, Clerkship and Course Directors.
9. Oversees departmental human resource activities including, but not limited to, recruitment, interviewing, candidate selection, visa management, salary analysis and sourcing, disciplinary actions, leave administration, employee development, and staff performance evaluations.
10. Oversees office and research space assignments and prioritization, and preparation of requests for space or renovations.
11. Establishes strong working relationships and collaborates closely with peers, serves on committees, and ensures that the Department responds to institutional individual requests and completes projects in a timely fashion.
12. Ensures departmental and individual legal and regulatory compliance with both VCUHS and VCU policies and procedures.

Responsibilities

- Functions autonomously, receiving general guidance and direction from the Department Chair, the MCVP Executive Director, and the Senior Associate Dean of Finance and Administration on

strategic and policy issues. Operates independently concerning matters involving the administrative and financial management of the Department, and ensures compliance with VCUHS expectations.

- Supervises administrative, clinical and clerical employees assigned to the Department(s).
- The Clinical Department Administrator will equally report to the Chair of the Department and to the Executive Director of MCVP, with a secondary reporting relationship to the Associate Dean for Finance and Administration in the VCU School of Medicine. All three individuals will work with the Department Administrator to set annual performance objectives, to conduct the annual performance review, and to set annual compensation.
- Must be available as needed to address timely issues.

Qualifications

Required

- Bachelor's Degree in Finance, Accounting, Healthcare Administration, Business or closely related field.
- Minimum of five (5) years of increasingly responsible financial management and/or administrative/operational work experience in a healthcare setting required.
- Minimum of five (5) years of supervisory and staff management work experience required.

Preferred

- Master's Degree in Business or Healthcare Administration or closely related field.
- Administrative and/or financial work experience preferred.
- Administrative leadership experience in an academic health system and/or neuroscience environment are preferred.

At VCU Health System, our most important assets are not bricks and mortar; they are our team members ... all 13,000+ of them. Our workforce is diverse, dedicated and talented. Our team members continue to earn local, regional and national awards and accolades, which is an indicator that they are happy and feel supported working here. And our culture of STAR Service focuses on our common purpose – “Our Caring Service Begins With Me.” – in the provision of the highest level of customer service, which encourages diversity and inclusion.

If you have been looking to take your career to the next level, we have been looking for you. We offer more than 400 work/life benefits including competitive pay, generous benefits, flexible work options, prepaid tuition, on-site child and elder care and much, much more.

For a full position description and to apply visit:

https://www.healthcaresource.com/mcvh/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=10129305

EOE M/F/Vets/Disabled. VCUHS appreciates diversity and encourages women, minorities, veterans and persons with disabilities to apply.