

Position Description

Incumbent:
Present Classification: Administrative Aide
Department: Surgery

FUNCTION

This position provides administrative and financial support to the Department of Surgery Clinics and provides administrative support and coordinates the financial management of specified grants and contracts aspects for the Department of Surgery.

ORGANIZATIONAL RELATIONSHIPS

This position is directly responsible to the Administrative Business Director, who reports to the Assistant to the Chair, Department of Surgery.

The following information is intended to be representative of the work performed by incumbent in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities."

DUTIES AND RESPONSIBILITIES

TIME COMMITMENT

- | | | |
|----|--|-----|
| A. | Administrative | 30% |
| | <ol style="list-style-type: none">1. Attends meetings and training sessions regarding system, procedure, and policy changes and updates.2. Creates and develops agreements with external individuals for the provision of buying professional services. Manages terms and monitors expenditures of these agreements.3. Serves as department liaison for the clinic staff, physicians, secretarial staff, Information Technology, the Office of Human Resources, Central Services, Print Shop, Purchasing, Office of the Comptroller and the Payroll Office.4. Serves as resource in advising, interpreting and ensuring compliance with School of Medicine, SIU HealthCare, and departmental policies, regulations, and procedures for faculty and staff regarding various clinic activities, i.e., telecommunications, supply and equipment ordering.5. Prepares internal work orders and oversees completion of equipment, telecommunications, computers, facility maintenance and repairs.6. Prepares and audits all Department of Surgery Inventory | |
| B. | Fiscal Administration | 55% |
| | <ol style="list-style-type: none">1. Serves as Fiscal Officer Delegate for expenditures within the clinic budget.2. Tracks and reports expenditures to Surgery Administration in order to maintain maximum cost effectiveness and provides recommendations to enhance the Department's financial stability.3. Posts financial information, makes adjustments and reconciles accounts to department accounting system.4. Processes and tracks orders. Responsible for completing Invoice Distribution Forms for each order to Office of Comptroller5. Works with Departments for pricing and order of supplies, equipment, etc.6. Prepares Purchase Order and processes through completion and tracking spend rates per purchase order on behalf of the department.7. Assists in preparing clinical budgets. | |

- C. Contract Administration 10%
1. Develops purchasing contracts for the Department of Surgery in conjunction with Department of Surgery Administration.
 2. Gathers and prepares required documentation for successful completion of the contract process.
 3. Constantly monitors and reports the progress to parties involved in the process.
 4. Maintains contractual records and documentation.
- D. Reporting 5%
1. Extracts, manipulates and analyzes clinical and financial data using electronic databases.
 2. Interprets data for presentation to Department of Surgery staff.
 3. Designs and prepares spreadsheets to house data.
 4. Creates monthly reports as well as ad-hoc reports on an as-needed basis for departmental requests.

SKILLS AND ABILITIES NEEDED FOR THIS POSITION

- Sensitive to the needs of underrepresented minority populations.
- High degree of professionalism
- Thorough knowledge of SIU School of Medicine's organizational structure
- Ability to work independently and accurately under pressure
- Demonstrated organizational and writing skills
- Knowledge of the financial accounting (AIS) system
- Proficient in the use of personal computers
- Diplomatic and tactful in dealing with personnel at all levels
- Independent judgment to determine priorities for timely and accurate completion of tasks
- Ability to coordinate and implement high priority and complex projects in a short time frame
- Ability to deal with stressful situations in a fast-paced outpatient clinic setting
- Integrity to maintain strict confidentiality of various aspects and information in accordance with HIPAA guidelines.
- Demonstrates, by actions, commitment to the mission and the behavioral standards of SIU School of Medicine. Provides excellent service to both internal and external customers through collaboration and partnership; compassion and respect; integrity and accountability; diversity and inclusion; as well as continuous learning and improvement.

Supervisory Controls

This individual report directly to the Administrative Business Director. However, this individual must be able to work independently and efficiently in order to meet deadlines.

Guidelines

This individual will work under guidelines provided by the Department of Surgery, SIU School of Medicine, SIU Healthcare and the State of Illinois.

Complexity

The nature of the work will vary; thus, the complexity will increase due to the variety of work the person may be asked to perform. Confidence and discretion are required to handle sensitive and confidential matters.

Scope and Effect

The job affects the smooth operation of the Department and the Clinic. Therefore, this individual must understand and be able to work within the various organizational relationships within the Department and School.

Personal Contacts

Contacts, both personal and via telephone, are made with patients, physicians, staff, SIU personnel, outside vendors and hospital personnel.

Working Conditions

This individual should be able to work in a fast-paced office under pressure at times, amid interruptions, and to deal with a wide variety of people. This person must be receptive to sudden change or short notice in order to complete assigned tasks. This person must be able to work under stress and remain calm.

Working Environment

The position has adequate office environment with up-to-date equipment and may require occasional lifting.

Environmental, Health and Safety Responsibilities

Participates in meetings, trainings and other environmental, health and safety activities as required by SIU School of Medicine.

Administrative Aide Date
Department of Surgery

David Pence Date
Administrative Business Director
Department of Surgery

Lisa Price Date
Assistant to the Chairman
Department of Surgery

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

SIU SCHOOL OF MEDICINE

Incumbent: _____ Classification: **Administrative Aide**

Position No. (If applicable): _____ Department: **Surgery-SMS**

WORK ENVIRONMENT: (Check all applicable environments)

<input checked="" type="checkbox"/> Office	<input type="checkbox"/> Hospital
<input type="checkbox"/> Clinic	<input type="checkbox"/> Warehouse
<input type="checkbox"/> Research Laboratory	<input type="checkbox"/> Outdoors
<input type="checkbox"/> Other (Be Specific): _____	

PHYSICAL DEMANDS:	Seldom	Occasionally	Frequently	Constantly	N/A
(Indicate frequency of activity during performance of position duties)	(Performed rarely less than 2% of the time)	(Performed less than 25% of the time)	(Performed 26% to 50% of the time)	(Performed 51% or most of the time)	

(Click on the Physical Demands Definitions button at the bottom of the form for a list of physical demands definitions)

Reading	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Writing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Speaking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Close visual acuity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Travel	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hearing - Conversation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Hearing - Other Sounds	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Stooping	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Squatting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Gross hand manipulation	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fine hand manipulation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Working in dust, fumes, gases, or irritants	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Working at heights	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Working in extreme cold, heat and/or humidity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Working in close quarters	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Climbing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Operating motor vehicles	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Sitting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Standing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Walking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Working above shoulder level	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Twisting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Kneeling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Pushing or pulling		10 - 20 lbs.			<input type="radio"/>
Carrying			10 - 20 lbs.		<input type="radio"/>
Lifting				10 - 20 lbs.	<input type="radio"/>
Other (Please list): _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

I affirm the environmental and physical demands listed on this form are an accurate reflection of the requirements of this position to the best of my knowledge and belief.

I have read, understand and am capable of meeting the physical and environmental demands of this position.

Supervisor Signature

Date

Supervisor Name

Employee Signature

Date