



Principal Administrative Position Description

Title: Department Administrator
Department: Simmons Cancer Institute
FLSA Status: Exempt

Position Purpose:

Under the direction of the Executive Director of Simmons Cancer Institute (SCI) and working closely with the Associate Provost for Finance and Administration, this position is responsible for managing the institute's operational affairs in a manner that assures efficiency and effectiveness of resources, growth, and development. In collaboration with the Executive Director, and SIU Healthcare, the Department Administrator (DA) sets goals and objectives for the department and manages its relationships with all internal and external stakeholders and partners. The DA is responsible for monitoring and directing the department's financial affairs including planning, management, and data reporting, ensuring compliance with policies, procedures and regulations of the university. The DA assures a high-functioning operational infrastructure to support the department's clinical, educational and research missions.

Organizational and Functional Relationships:

The Department Administrator reports directly to the Executive Director of SCI, who reports to the Dean and Provost of the School of Medicine, who reports to the Chancellor of SIU Carbondale and the President of the University. This position also has a defined secondary reporting relationship to the Associate Provost for Finance and Administration. The incumbent has institutional responsibilities to SIU School of Medicine/Healthcare and FQHC/SIU HealthCare (as appropriate) administration and must work collaboratively to perform these functions and business processes. This position will have supervisory responsibilities as defined by the department structure.

Duties and Responsibilities: *The following information is intended to be representative of the work performed by the incumbent 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.*

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.

Administration – 80%

Financial and Operations Management and Planning

- Manages all aspects of the departments finance and accounting practices including the financial relationships with affiliated hospitals and external entities, revenue/expense reporting, monitors/reviews expenditures, generates reports, prepares financial forecasts, identifies and analyzes financial problems and recommends solutions.
- Analyzes, prepares and makes recommendations on business aspects of proposals for new clinical, research and teaching programs (including financial feasibility, financial projections, effects on facilities and equipment, staffing implications, impact on department administrative and management structure)
- Assist with the formulation of strategic plans for the department; establish business and administrative plans and goals that support the department's academic, research and clinical programs, activities and services, working with SIU Healthcare on common objectives and goals.
- Develops and presents to the department faculty and the Dean's Office the annual consolidated budget incorporating all components of department resources (state fund, contracts and grants, foundation, ASA, and other restricted and unrestricted funds)

- Negotiates (with executive director or as his/her delegate) with external entities to maximize financial resources.
- In partnership, manages the clinical operations of the department including preparing and presenting management reports that monitor all aspects of the department's faculty practice, e.g. billing, collection, productivity that will enable the department to set improvement goals, minimize expenses and maximize revenue

Research Management

- Supports and monitors with the Center for Research, research-related financial activities to assure compliance with university and funding agency regulations; prepares reports as required, while working collaboratively with the SCI Research leadership and staff.
- Provides oversight and administrative direction for all grant management activities and clinical research compliance in the department.
- Prepares budgets (or oversees preparation of budgets) for contract and grant applications; assists PI's in the preparation of the administration and budgetary aspects of applications and reports; and assists with financial aspects of IRB submissions
- Manages the pre-award, post-award and close-out processes of all sponsored projects; functions as a departmental resource for PI's when preparing grants
- Oversees compliance with all funding agencies and to assure that all required information is maintained and reported on a regular basis and identifies, analyzes and corrects any discrepancies.
- Monitors and analyzes grant budgets and notifies PI's of the need for expense reallocation
- Maintains strong working relationship with Research Office and Contracts and Grants office to expedite processing of information

Education (Academic) Management

- Work with the Executive Director and the Dean's Office regarding resources available or needed to support students and education programs. Oversee management of student, fellow and residency related activities. Oversee graduate program administration
- Manage department-specific educational programs such as Grand Rounds, CME programs, etc.
- Provide guidance and education to faculty and staff concerning financial and administrative operations of an academic department; assure that all faculty and staff participate in required compliance or other training
- Negotiate with hospitals or other affiliates concerning clinical fellowship programs.

Employment and Facilities Management

Duties below should be conducted in collaboration and with consultation of the Offices of Human Resources Facilities and Financial Administration when applicable.

- Facilitate the fulfillment of staffing needs, coordinate employment, orientation and termination activities.
- Monitor staff performance and training; ensure compliance with mandatory training, recommend development training, coach, motivate, develop and take corrective action as needed; ensure annual staff evaluations are completed on time and that job descriptions are kept up to date
- Provide guidance to the Executive Director as well as analyses, organization structure, financial projections and other information to support recruitment and retention of faculty, including evaluation and assessment of need for faculty and program administrative and business support to maximize operations and minimize expenses
- Participate in the faculty recruitment process and work with the Executive Director and the Dean's Office to identify available resources to support faculty position requests including research start-up packages, space
- Manage the faculty salary and incentive programs, utilizing compensation strategies that comply with and further the mission of the department, SIU Medicine and the university.



- Facilitate faculty affairs activities including review processes, appointments, promotions, tenure and sabbaticals.
- Review and analyze requests for space including financial impact, cost benefits, trade-offs and long-range implications
- Maintain capital equipment inventory and develop and monitor a capital equipment plan for the department

Service – 20%

- Represents the Department on school/practice wide committees, taskforces or community venues.
- Represents the Executive Director in administrative meetings as requested.
- Serves as an active member of relevant organizations and associations such as the Association of American Medical Colleges (AAMC).
- Continually updates knowledge and understanding of relations between hospitals and Departments across the nation regarding matters such as hospital funds flow and other cooperative efforts.

Required Qualifications:

Knowledge, Skills and Abilities:

Effective leadership and organization skills. Proven ability to manage and lead staff in a changing environment. Understanding of the evolving health care marketplace. Ability to identify opportunities to enhance income from various revenue sources including promoting, scheduling and charging for services or opportunities provided. Effective communication and presentation skills. Track record of forming collaborative and effective working relationships with physicians and senior administrative leaders. Proven skills in the management of a diverse population of faculty, staff and students and in the application of affirmative action practices, and policy implementation. Knowledge of and experience in managing complex information and computer systems. Sensitive to the needs of underrepresented minority populations.

Education:

Minimum of Bachelor's Degree in Business Administration, Healthcare Administration, or related fields, Master's degree preferred, but not required

Experience:

Minimum 8-10 years of demonstrated comprehensive and high level health care administrative experience. Minimum 2-3 years of experience in a director level administrator in an academic medical center, hospital, clinic or other relevant site. Demonstrated experience in financial management including planning, forecasting and budgeting. Demonstrated understanding of financial and accounting principles and standards. Demonstrated experience in contract and grant administration.

Environmental, Health and Safety Responsibilities:

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

Working Conditions/Physical Demands:

See attached Physical and Environmental Requirements form.

Incumbent

Date

Executive Director Simmons Cancer Institute

Date

Associate Provost for Finance and Administration

Date

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

SIU SCHOOL OF MEDICINE

Incumbent: _____ Classification: Department Administrator, Cancer Institute
 Position No. (if applicable): _____ Department: Cancer Institute-SMS

WORK ENVIRONMENT: (Check all applicable environments)

<input checked="" type="checkbox"/> Office	<input type="checkbox"/> Hospital
<input checked="" 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 <small>(Performed rarely less than 2% of the time)</small>	Occasionally <small>(Performed less than 25% of the time)</small>	Frequently <small>(Performed 26% to 50% of the time)</small>	Constantly <small>(Performed 51% or most of the time)</small>	N/A
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(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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Squatting	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gross hand manipulation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" 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 type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Climbing	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input 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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Standing	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Walking	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input 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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Kneeling	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pushing or pulling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Carrying	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lifting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<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.

Aziz Khan

Supervisor Signature _____ Date _____ Supervisor Name _____ Employee Signature _____ Date _____