Requisition 084340 – Section Administrator
General Surgery

The Section Administrator manages the academic and financial affairs of the Section of General Surgery. The Section of General Surgery is comprised of five distinct service lines, including minimally invasive surgeries, oncology, breast, endocrine, and colorectal. Oversees the administration of the Section to ensure efficient and effective operations. Ensures compliance with regulations and policies. Plans, organizes, and directs activities that support the Section's clinical, educational, and research missions. Manages sections payroll/personnel activities for all employees. Leads administration and oversight of the Section's academic appointment processes. Coordinates construction projects, implements space assignments, and prepares financial and activity reports. Assists faculty in the pursuit of grants, awards, and certifications. Conducts special studies and manages projects, including the development and enhancement of funding opportunities by working closely with the faculty in the Section. Reports to the Deputy Director for General Surgery.

Qualifications
Bachelor's degree or higher in business, healthcare administration or a related field required; advanced degree in business or healthcare administration strongly preferred; minimum three years of progressively responsible experience managing people or projects required; management experience in healthcare and/or academic medicine strongly preferred; experience preparing major federal awards and/or initiation of clinical trials preferred; demonstrated budgeting and forecasting experience preferred; strategic analysis and planning and program development preferred; knowledge and of accounting principles, analytical skills, problem solving, organization, quantitative skills, strong verbal and written communications, interpersonal skills, strategic leadership, and Microsoft Office experience required; knowledge of grant and award administration, financial management, research administration, and healthcare administration preferred. A cover letter and resume are required to be considered for this position.

Interested applicants must apply online to requisition # 084340, found at http://jobopportunities.uchicago.edu/applicants/Central?quickFind=206676. University of Chicago is an Affirmative Action/ Equal Opportunity Employer