Classification Description

University of Michigan

Issued: 12/01/01

Classification Code # 145742

Supersedes: New

FLSA EE

TITLE: ASSOCIATE DIRECTOR MED SCHOOL OPERATIONS **GRADE: MS4**

BASIC FUNCTION AND RESPONSIBILITY

To manage administrative and operational activities of a Medical School support function, and provide a variety of resources and services for faculty and staff in the Dean's offices and the Medical School.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Manage activities for an operational area within the Medical School and/or Dean's Office.
Provide leadership in the development and provision of policies, programs, procedures, decisions, services, systems and strategies that address faculty and staff needs, and achieve institutional goals.
Develop and maintain open communications with faculty and staff, and facilitate the change process within the School.
Provide recommendations and advice to Medical School leadership regarding the development, revision, and/or implementation of policies, procedures and programs in the School.
Serve as a liaison for University offices to ensure the efficient implementation and administration of University policies and procedures.
Ensure the implementation of new programs and systems.
Review and evaluate the quality of services, daily operations and support systems.
Implement changes that improve and maintain operational effectiveness and staff satisfaction.
Represent the Medical School to operating leaders within the School, with outside agencies and on University committees.
Hire, train, evaluate, coach, and counsel assigned staff.
Prepare budget recommendations, and monitor and control unit expenditures.
Develop a work environment where employees' capabilities are nurtured and maximized.
Develop and sustain a work environment that promotes and encourages collaboration, innovation and creativity.
Develop training programs, policies and procedures for faculty and staff.
Develop an environment that values diversity and sustains multiculturalism.
Assure compliance with affirmative action and safety requirements.

SUPERVISION RECEIVED

General supervision is received from a Director, Medical School Operations, or other designated official.

SUPERVISION EXERCISED

Functional and administrative supervision is exercised over professional and support staff.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of a similar kind or level of difficulty.

QUALIFICATIONS

A Bachelor's degree or an equivalent combination of education and experience is necessary. A Master's degree is desired.
Considerable progressively responsible experience in an appropriate professional specialty is necessary.
Considerable knowledge of University of Michigan policies, procedures and regulations, Affirmative Action and safety programs, and State and Federal laws and regulations is necessary.
Considerable responsible supervisory or leadership experience is necessary.

View Salary Range:
http://www.med.umich.edu/medschool/staff/salaryrangesb.html

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