Associate Dean for Administration

The Charles E. Schmidt College of Medicine at Florida Atlantic University invites applicants for the position of Associate Dean for Administration. The Associate Dean for Administration will assist the Dean in coordinating and operationalizing various projects and initiatives related to the achievement of the College’s goals and objectives. As a member of the senior leadership team, the Associate Dean for Administration will work closely with the College’s Department Chairs and Associate Deans to provide a capable infrastructure and efficient, service-oriented operations for the academic, research, public service and clinical programs within the College.

- **Strategic Planning**

  Works in conjunction with appropriate College, University and Consortium partners’ personnel to facilitate and coordinate the formal planning process within the College of Medicine.

  - Ensures that the overall plan for the College is aligned with the other components of the enterprise as well as the University Strategic Plan.
  
  - Directs and manages the process of developing, refining, and monitoring and reporting on the implementation of the College Strategic Plan.
  
  - Prepares and/or contributes to the preparation of reports, briefings, presentations, and responses on strategic planning issues, on behalf of the Dean and senior College leadership, as appropriate.
  
  - Provides strategic consultation to senior College leadership on key institutional issues. Initiates projects and programs in direct consultation with the Dean, and coordinates their implementation and completion in collaboration with appropriate senior leadership and staff.

- **Development**

  Works in conjunction with the Chief Development Officer and the College Development Office.

  - Provides leadership and guidance to the Development Office to ensure that fund-raising efforts are integrated and consistent with the College’s overall mission, goals, and objectives.
Directs and presents the development of a strategic development plan to senior College leadership.

**Marketing & Communications**
Works in conjunction with the College Communications Team and the Office of Public Affairs.

- Oversees the establishment of marketing objectives, plans, and strategies, ensuring consistency with the College’s mission, objectives, and strategic plan.
- Enforces the message pertaining to the College’s distinction in academic excellence, and assures the utilization of print and other media to communicate and market that message to major constituencies.
- Directs and presents the development of a strategic communications plan to senior College leadership.

**Facilities**
Works in conjunction with Facilities Management and directs the College’s Assistant Director for Facilities Operations.

- Provides administrative direction to ensure that all College facilities planning, development, and management activities and initiatives are consistent with the College’s strategic, operational, and fiscal needs and objectives.
- Directs the development and maintenance of comprehensive College facilities Master Plan; ensures that the Master Plan remains consistent with and responsive to the College’s mission, goals and objectives, and overall strategic plan.

**Special Projects**
- Coordinates special projects on behalf of the Dean, frequently involving senior leadership of the College.
- Identifies emerging issues in the local, State, and Federal arenas that have potential impact on the College's mission, goals, and/or operations, and recommends strategies for advocating the College position on these issues.
- Performs additional duties as assigned by the Dean.

**General Operations**
- Serves as key member of the Dean’s Office responsible for central coordination of all activities ensuring information flow to and from the Dean’s Office.
- Prepares and/or contributes to the preparation of reports, briefings, presentations, and responses on institutional and strategic issues, as appropriate.
o Participates with the Dean and other senior leadership in policy development/modification and problem resolution.

o Collaborates with College leadership to develop and implement plans regarding operations infrastructure, processes, and personnel in order to accommodate a more efficient/effective environment.

o Serves as an engaged representative of the College with the Association of American Medical Colleges (AAMC) and the Florida Medical School Council of Deans.

o Directs and supervises the Dean’s Office support staff.

• Clinical Practice & Program Development
  o Works in conjunction with appropriate College, University and Consortium personnel to guide the inception, planning and implementation of a College practice plan and new clinical programs to include GME programs.
  
o Plans, develops, implements, and coordinates strategic operational and administrative programs, projects, and/or services of broad significance to the organization.

• Recruitment and Retention
  o Directs and evaluates all College recruitment and retention activities; provides leadership and guidance to the College’s department-based recruitment and retention of personnel to ensure that recruitment and retention efforts are integrated and consistent with the College’s overall mission, goals, and objectives.
  
o Directs and presents the development of a strategic recruitment and retention plan to senior College leadership.

• Finance
  Works in conjunction with the Chief Business Officer and the Assistant Dean for Finance.
  
o Provides leadership and guidance to the Finance Office to ensure that efforts of the Finance Office are integrated and consistent with the College’s overall mission, goals, and objectives.
  
o Partners with the Chief Business Officer and the Assistant Dean for Finance to present the development of the College’s budget and financial plans to senior CoM leadership.

• Alumni Affairs and Faculty Development
  Works in conjunction with the Director of Development and the Senior Associate Dean for Faculty Development.
  
o Provides guidance to the alumni affairs and faculty development functions to ensure that activities in these areas are integrated and consistent with the CoM’s overall mission, goals, and objectives.
Qualifications:
Master’s degree in business, healthcare administration, or related field and eight years of management experience is required. Management experience in a highly complex, decentralized organization such as an academic medical center, medical school, or teaching hospital is strongly preferred.

Required knowledge, skills and abilities:

- Demonstrated leadership, organizational, and management skills
- Demonstrated strategic planning experience within a healthcare environment
- Demonstrated strong interpersonal skills and the ability to effectively work with senior level management
- Commitment to a positive, enabling and inclusive organizational culture, and healthy work environment
- Advanced analytical, evaluative, and objective critical thinking skills including the use of key metrics to monitor organizational performance
- Knowledge of the goals, objectives, structure and operations of a major public university
- Ability to perform complex tasks and to prioritize multiple projects
- Demonstrated ability to foster team work, delegate and ensure accountability
- Demonstrated excellent written and verbal communication skills
- Advanced project management skills
- Strong knowledge of statistics and other measurement tools
- Skills in exercising initiative, resourcefulness, and sound judgment with the ability to problem solve and make decisions

Salary: $180,000 - $250,000

Instructions to the Applicants:
For more information and to apply, visit: https://jobs.fau.edu and reference Position # 01006560.

Florida Atlantic University is an equal opportunity/affirmative action/equal access institution and all qualified applicants will receive consideration without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veterans status or other protected status. Individuals with disabilities requiring accommodation, please call 561-297-3057. 711.
FAU is committed to the principles of engaged teaching, research and service. All persons aspiring to achieve excellence in the practice of these principles are encouraged to apply.

Final candidate will be required to have official, sealed transcripts and original NACES evaluation, if applicable, sent from their educational institution to Human Resources prior to the start of employment.

Successful completion of a background, motor vehicle, and credit check is required for the selected candidate prior to the start date.