ADMINISTRATION

NAME: TBD
TITLE: Associate Director for Administration
CLASSIFICATION: Assistant Director, UIHC
CLASSIFICATION CODE / GRADE: PVB4/ 8/A

BASIC FUNCTION AND RESPONSIBILITY:

The Associate Director for Administration of the Holden Comprehensive Cancer Center (HCCC) provides primary administrative oversight to cancer-related programs of the HCCC and University of Iowa Healthcare in general, as follows:

Academic programs. Directs, monitors, coordinates, organizes, and evaluates administrative operations and activities of the research, clinical and educational activities of the HCCC. This includes the academic programs of the outlined in the HCCC cancer center support grant. Reports to the Director of the Holden Comprehensive Cancer Center.

Clinical Cancer Activities. Oversees the activities of the Director for Clinical Cancer Services who provides day to day administrative oversight of clinical cancer activities of the HCCC including those of the adult Bone Marrow Transplant Program. Leads efforts, in collaboration with other units within UI Health Care, to design business and operational plans, and implement a model for the clinical cancer center outpatient clinic that provides authority for both University of Iowa Hospitals and Clinics (UIHC) and Carver College of Medicine (CCOM) employees to facilitate clinical efficiency, enhance productivity, increase patient care satisfaction and enhance synergy between our clinical care, research and educational missions. Liaisons with, coordinates and promotes cancer related activities taking place within the clinical cancer center with other departments. Multidisciplinary oncology activities. Leads efforts to strengthen multidisciplinary oncology activities through development and implementation of disease-specific business plans designed to strengthen both clinical and research aspects of cancer-related programs at the UI. These efforts will include cancer-related activities taking place under the administrative umbrella of the clinical cancer center and the HCCC as well as other units. Works closely with other units within UI Health Care and the University at large to assure coordination and communication related to cancer oriented activities and clinical services. Manages public relations, marketing, fundraising, and clinical outreach oncology care activities for the HCCC and assures these are synergistic with those of the institution at large. Serves as a liason to statewide and national cancer organizations to promote the mission of the HCCC, UI Health Care and UI across Iowa and beyond. Reports to the Director of the HCCC, and also has a functional reporting relationship to the UIHC Associate Director (AD UIHC) on all issues related to clinical cancer care. The AD UIHC will provide feedback and input along with the HCCC Director during annual evaluations related to clinical functions.

Interactions across the University. Identify cancer related research programs and initiatives currently based in the HCCC, CCOM and other colleges throughout the University of Iowa community. Identify researcher needs, educate and assist with resource development and create and manage programs, with a goal of increasing communication and synergy between groups. This should include increasing the overall status of cancer programs within the HCCC, Carver College of Medicine and the University of Iowa as a whole, and assuring these programs are synergistic with other programs within the institution.
CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Develops policies and goals related to management and administration that reflect the joint sponsorship by the CCOM and UIHC, as well as further the tripartite mission of HCCC.

- Consults and participates with the Director of the HCCC, AD UIHC, and other HCCC Associate Directors in matters related to clinical, research and education. Communicates issues and provides effective and appropriate input.

- Assures communication and coordination with other departments, colleges, and CCOM and UIHC Administration in the management of research and clinical oncology operation issues and provides leadership and accountability within UI Health Care with regard to oncology operations.

- Responds, in collaboration with the Director of Clinical Cancer Services and AD UIHC, to all complaints related to services, including access and delivery of services. Investigates and resolves complaints relating to patient service billing and provider reimbursement. Works closely with the Joint Office of Patient Financial Services and provider specific departments relating to physician reimbursement.

- Manages the research space in the HCCC and negotiates for and administers assigned space within the UIHC. Negotiates for clinical and investigator space on behalf of Cancer Center members and potential recruits to the CCOM relating to oncology services or center related research.

- Plans and implements the provision of education to students, faculty, staff and the public through a variety of means, whether be it direct education or continuing education or by assuring patients have current information available related to their disease and treatment plan.

- Manages all HCCC fiscal activities, including coordination of annual budget process (operating and capital), analysis of income and expenditures, projections for annual budget requests, fiscal reports, equipment and supplies, maintenance, and assisting with and overseeing the grants management process.

- Provides administrative oversight related to grants administration, clinical research and clinical services; provides direction for revenue to the HCCC in grants, institutional support, private foundations, and other revenue sources. Is also responsible for the development of business plans related to new cancer related programs and identifying clinical resources, research, education, personnel and equipment needs.

- In conjunction with the Joint Office for Marketing and Communications, directs the development of marketing plans, which recommends new services or programs and identifies new markets for the HCCC.

- Directs the activities of the Clinical Trials Support Core, Adult Blood and Marrow Transplantation Program and Ambulatory Care Clinic. In addition, the Associate Director of Administration will oversee the Oncology Registry, which plays a significant role in the collection of data and is the primary link to Iowa’s Statewide NCI sponsored Surveillance, Epidemiology and End Results (SEER) Program through the College of Public Health. Among the services provided by the HCCC and for which the Associate Director of Administration is responsible, is the Cancer Information Service (CIS) which is a nation-wide service providing cancer information over the world-wide web and through e-mail communications with individuals in every state and over 41 countries throughout the world.

- Assists the HCCC Director in the center’s interactions with the Iowa Consortium for Comprehensive Cancer Control (ICCCC), and oversees personnel that work jointly with the ICCC and HCCC.

- Is administratively responsible for the administration of the grant application process and the conduct of research activities in the HCCC. Assists in administering the research grants associated with cancer related research that is departmentally awarded to members of the Cancer Center as needed.

- Oversees human resources activities for the HCCC, assures that all personnel policies and procedures set forth by the HCCC, University of Iowa (UI), CCOM, and UIHC are in compliance, assists with performance appraisals, promotes diversity, and provides advice and assistance to the Human Resources Representative regarding personnel issues.
- Represents HCCC on various internal and external committees, commissions, agencies and associations.
- Coordinates and provides guidance and assistance in the integration of cancer-related programs to the HCCC, realigning budgets, personnel and organizational structure.
- Establishes written administrative policies and procedures for the HCCC, assuring conformance with CCOM and UIHC policies and directives.
- Assists with the development and implementation of the HCCC Strategic Plan, assuring consistency with the strategic plans of the UIHC and the COM.
- Manages public relations and for the HCCC, through extensive communication with Joint Office of Planning and Marketing, the University of Iowa Foundation and other external and internal groups and associations.
- Manages the HCCC, UIHC and CCOM endowment resources, assuring appropriateness of expenditures.
- Communicates with faculty and/or departmental staff regarding clinical support activities, including the appropriateness of expenditures, contract or grant requirement, extension requirements and changes in policies and procedures including submission and execution.
- Oversees the monitoring of revenue cycle activities for the CCOM and UIHC and clinical account expenditures, makes recommendations and implements new processes.
- Responsible for preparing documents and reports for presentations and approvals both internal to the University and external to regulatory and granting agencies.
- Provides financial reports and other data in response to surveys and questionnaires required by University, governmental, or other agencies.
- Responsible for monitoring compliance with and preparations for JCAHO accreditation, American College of Surgeons Commission on Cancer, National Cancer Institute and other regulatory agency site visits.

**PROFESSIONAL EXPECTATIONS:**

- Models and promotes systems change across campus to promote professional conduct and behavior of the highest integrity, exhibiting utmost respect for all members of the University community; demonstrates consistency of action and purpose with unquestionable forthrightness.
- Establishes policies and programs that demonstrate a commitment to an inclusive environment that attracts and retains a diverse workforce and nurtures a culture where every employee feels valued and is able to function at his/her best. Assures that all leaders are accountable for developing and maintaining a diverse and inclusive work environment.
- Communicates expectations and provides support and resources that are in alignment with the vision and strategic planning of the University to foster creativity and innovation in the workplace.
- Creates a culture of continuous learning through strategic planning, shared governance, innovative best practices, and the promotion of knowledge development; provides resources for and establishes expectations that managers and supervisors will act as stewards of employees’ professional development.
SUPERVISION RECEIVED:
The Associate Director for Administration reports to the Director of the Holden Comprehensive Cancer Center for all HCCC issues and works closely with the Associate Director of UIHC for clinical operations and the Associate Dean for Administration and Finance for academic administration.

SUPERVISION EXERCISED:
Direct administrative and functional supervision is exercised over the Assistant Director for Administration, Director of Clinical Cancer Services, Managers for the Oncology Registry and Cancer Information, Research Administrator, Senior Accountant, Director of the ICCCC, secretarial support staff and other staff as assigned. This position will supervise and oversee the activities of the Oncology Registry, Cancer Information Service, Clinical and Translational Enterprise, Adult Hematopoietic Stem Cell Transplant and Multiple Myeloma Program, and the Ambulatory Care Clinic and provide guidance to other units and divisions as needed throughout the matrix organization.

REQUIRED QUALIFICATIONS:
1. Master’s degree in Hospital and Health Administration, Public Health or Business Administration or an equivalent combination of education and experience.
2. Comprehensive (10+ years) line and staff experience in hospital or research administration, including experience in health care financial management.
3. Demonstrated job-related experience with and/or commitment to diversity in the work/academic environment.
4. Developmental and administrative experience in a university setting or academic medical center.
5. Excellent written and verbal communication skills.
6. Excellent organizational skills.
7. Expertise in computer applications.
8. Previous public speaking experience.

DESIRABLE QUALIFICATIONS:
1. Previous administrative experience in a matrix organization and an academic cancer center.
2. Previous experience in Lean Patient Satisfaction Process Improvement.
3. General understanding of health care operations management including experience with physician and hospital reimbursement regulations.
4. Experience in the area of public relations, marketing, and fund raising.
5. Experience in various aspects of research administration.
6. Demonstrated ability with complex statistical and financial analysis, presentation, and forecasting.
7. Documented ability to communicate effectively with physicians, researchers, administrators and supervisors.
8. Membership in the American College of Hospital Executives.

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 at declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify that right of any supervisor to assign, direct and control the work of employees under his supervision. The use of a Particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.
To apply: Please see requisition #61453 at [http://jobs.uiowa.edu/jobSearch/index.php](http://jobs.uiowa.edu/jobSearch/index.php)
Applicable background checks will be conducted.

The University of Iowa is an equal opportunity affirmative action employer. 
Women and minorities are strongly encouraged to apply.