

Associate Dean for Administration and Finance

University of South Carolina School of Medicine

The University of South Carolina School of Medicine invites applications and nominations for the position of Associate Dean for Administration and Finance.

Outline of the Position

The Associate Dean for Administration and Finance is a senior-level faculty position reporting directly to the Dean and a senior member of the Office of the Dean.

This position serves as the Chief Business Officer, Chief Financial Officer and Chief Administrative Officer for Academic Support Functions for the School of Medicine. The Chief Financial/Business Officer is responsible for the management of all financial functions planning, budgeting, controlling, accounting, reporting, etc. The Chief Administrative Officer for Academic Support Functions is responsible for the management of Facilities Planning and Physical Plant operations, Human Resources, Computer Services, Auxiliary Services, and other support services. Internally, the position works closely with the Dean, Dean's staff, department chairpersons and administrators and the central administration of the University. Externally, the position works closely with the leadership of the School of Medicine's affiliated hospitals and agencies, and with the various funding, regulatory, and accrediting bodies of the School of Medicine.

Outline of Desired Qualifications

- A minimum of ten to fifteen years' experience in financial administration, significant portion of which should be at the executive level;
- Undergraduate and graduate degrees required in accounting, management, finance, business administration, etc.
- Professional certification given preference;
- Management experience in the area of academic support services (human resources, physical facilities, computer services, etc.);
- Record of achievement in administration to include policy formulation, strategic planning, and day-to-day overseeing of resource allocation processes;
- Understanding of health professions education—it's diverse constituents and complex organizational structures;
- Demonstrated evidence of strong interpersonal and communications skills;
- Teaching ability in the area of medical practice management and/or health care administration.

Please submit your letter of interest, curriculum vitae, and the names and addresses of three references to Judy Johnson at judith.johnson@uscmcd.edu.

The University of South Carolina is an equal opportunity employer and specifically invites and encourages applications from women and minorities.