Job Description

Job Title: Center Administrator 1  
Department: Ctr for Health Info Partnerships

Job ID: 33593  
Percent Full Time: 100

Location: Chicago Campus  
Grade: EXS 8

Job Summary:

The Department/Center Administrator (DA/CA) is the senior administrative position in a department/center within the Feinberg School of Medicine (FSM) & provides thought leadership in reviewing & recommending policy & procedure designed to enhance operational excellence. Ensures the effective, compliant, & efficient daily management of all operational, financial, & business functions in support of the business area's mission & in coordination with central offices such as HR, Budget, Facilities, IT, & Provost. Represents business area on internal & external administrative affairs by recommending alternatives & suggestions.

The mission of the Center for Health Information Partnerships (CHiP) is to bring people, communities, and data together to enable everyone to live their healthiest lives. Utilizing new ways of thinking, innovative methods, and interdisciplinary partnerships, we aggregate and analyze health information across institutions and disciplines to positively affect individual and population health. CHiP has a vision for “information-driven health for all.”

Specific Responsibilities:

Work Complexity:

- EE uses judgment & an extensive amount of experience to adapt an advanced knowledge of skills, methods, practices, policies & procedures & a moderate degree of innovation, analysis, & reasoning to plan & prioritize work that is primarily project oriented & involves some extremely difficult problems &/or decisions.
- EE interprets policy.

Budget & Financial:

- Serves a primary role in the development & implementation of annual budget including fiscal resource allocation of appropriated, discretionary, endowment & gift revenues.
- Typically involved in the budget management of numerous research grants.
- Responsible for payroll, purchasing, travel & entertainment (T&E) transactions & requesting new chartstrings using NU protocol.
- Prepares faculty salary recovery & summer salary.
- Creates & monitor recharge centers.
- Oversees prompt payment of invoices & related research of errors.
- Monitors open encumbrances & deficit chartstrings.
• Routinely reviews & reconciles actual expenses to budget per NU Audit guidelines.
• Approves funds reallocation within budget as necessary & appropriate.
• Responsible to stop an expense that is inappropriate or against deficit chartstring.
• Negotiates with vendors for purchases & leases.

Communications & Outreach:

• Delegates or completes maintenance of alumni lists or database; production, edit &/or distribution of newsletter; &/or management of website, & special events.

Facilities & Safety:

• Monitors area facilities conditions & directs requests to Facilities Management using FAMIS.
• Maintains key database & security.
• Works with management to assign staff &/or faculty space including appropriate FM refresh/renovation & furniture purchase.
• Coordinates set up of furniture, data, phone lines, &/or renovations.
• Brings requests for building & space improvements to attention of management.
• Completes appropriate section of annual SIMS survey following NU protocol.
• Manages the development & communication of department safety plan.
• Monitors research lab compliance & respond to Risk Management reports.
• Ensures communication with Principal Investigators (PIs) regarding ISIS participation.

Faculty Support:

• Manages administration of faculty recruitment including ads, candidate communication, interview & visit.
• Oversees the preparation of Promotion & Tenure cases.
• Interprets & applies policy & procedure.
• Oversees colloquium & seminar coordination, faculty travel planning.
• Ensures faculty completion of annual Conflict of Interest Survey.

Grants & Contracts:

• Oversees &/or completes pre- & post-award research administration.
• Utilizes established systems (effort reporting, direct cost charging/SDA, & financial reporting) to ensure compliance with all applicable regulations.
• Interacts with Principal Investigators (PIs) I to build relationships, transfer knowledge & advise on research policies & procedures.
• Oversees payroll for research appointments.
• Ensures faculty completion of effort certification.
• Provides appropriate training for staff & PIs.

Human Resources:

• Manages implementation of human resource programs, policies, procedures & talent management lifecycle & related mentoring & training.
• Manages area/unit structure & prioritizes & distributes staff workload.
• Oversees Performance Excellence plan for each employee & prepares annual review.
• Manages performance problems, administers leaves, approves timesheets & oversees completion of annual staff Conflict of Interest survey.
• Recommends complex HR solutions & implements decisions.
• Institutes departmental policy & implements school & NU policy.

**IT Services:**

• Acts as liaison to IT to ensure technology systems are properly installed & maintained & meet the informational, analytical & computing needs of users.
• Ensures necessary hardware, software & network infrastructure services are appropriated from central or internal IT.
• Issues work order requests for maintenance, repairs & upgrades.

**Regulatory Compliance:**

• Manages implementation of all safety, security & compliance programs & ensures compliance with all applicable federal, state, local & NU laws, regulations, policies & procedures.
• Develops innovative methods to assist faculty & staff with adherence to grantor compliance programs.

**Strategic Planning:**

• Manages & implements strategic operation plans.
• Reviews plans, meets with leadership & key faculty & staff, & recommends changes & improvements to administrative operations to better meet organizational needs & objectives.

**Student Support:**

• Implements department strategy regarding structure, process, & staff support of students in compliance with NU policy.
• For graduate students: Oversees annual recruitment & selection process & related data entry; resolves administrative issues (RAS forms, stipends, monitors fellowships, etc.) & organizes new student week.
• Resolves student issues.
• Acts as primary contact with School or student organizations.

**Supervisory:**

• Supervises 2 or more staff &/or provide work direction to others.
• Provides direction to or coordinate administrative effort of staff within or outside of immediate dept or division.

*Performs other duties as assigned.*
Minimum Qualifications:

- Successful completion of a full 4-year course of study in an accredited college or university leading to a bachelor’s or higher degree in a major such as business, accounting or related; OR appropriate combination of education and experience.
- 5 years’ administrative experience including budgets, finance, grants, facilities, &/or human resources; or other relevant experience.

Minimum Competencies: (Skills, knowledge, and abilities.)

- Exceptional writing and organizational skills
- Excellent leadership and management skills
- Strong communication and interpersonal skills
- Ability to take initiative
- Ability to “manage up”
- Comfortable collaborating with people of all levels with different education, experience and fields of study
- Human Resources and Finance experience

Preferred Qualifications: (Education and experience)

- Master’s degree in Public Health or Administration
- 5 years of research experience

As per Northwestern University policy, this position requires a criminal background check. Successful applicants will need to submit to a criminal background check prior to employment.

Northwestern University is an Equal Opportunity, Affirmative Action Employer of all protected classes, including veterans and individuals with disabilities. Women, racial and ethnic minorities, individuals with disabilities, and veterans are encouraged to apply. Hiring is contingent upon eligibility to work in the United States.