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 Center for Community Health (CCH) catalyzes and supports meaningful engagement of communities, patients, and stakeholders across the research spectrum. This work takes many forms but is steadily guided by the principles of collaboration, respect, equity, transparency, and impact. Relationships are the foundation for our work, resulting in the rich exchange of expertise spanning science, culture, neighborhoods, environment, practice, and policy. Research skills, pragmatic knowledge, and lived experience combine to inform culturally and community-centered solutions for addressing real-world health and healthcare challenges.

Center Administrator Job Overview:

We are seeking to fill the vacant Center Administrator positon for the Center for Community Health (CCH). The Center Administrator will report to the CCH Director(s) and work closely with administrative staff from Northwestern University Clinical and Translational Science Institute (NUCATS) and the Institute for Public Health and Medicine (IPHAM) as well as faculty and staff within CCH. The Center Administrator will oversee all administrative activities for CCH, including serving as a liaison with Human Resources, overseeing space and IT needs for CCH, coordinating CCH faculty meetings, and ensuring coordinate special events and ensure that all CCH written and online descriptions are updated. S(he) will also oversee all fiscal responsibilities, including preparing yearly CCH budgets, tracking expenditures throughout the year for multiple programs that fall within CCH, and overseeing non-sponsored accounts. The Center Administrator will also have experience with extramural grant submissions and will assist in the preparation of research grants submitted by CCH faculty as well as grants submitted by non-CCH faculty that include CCH personnel and non-personnel. The Center Administrator will also help with special projects and initiatives, as needed.

Specific Responsibilities:

- **Areas of Responsibility:**
  - Tactical implementation of at least 6 of the following:
• **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) 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.

**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.)

- Experience preparing and managing budgets
- Familiarity with Northwestern financial systems
- Experience with grant pre- and post-award budget processes
- Exceptional writing and organizational skills
- Excellent written and verbal communication
- 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:

- Master’s degree in Public Health or Administration

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.