



“REAL WORLD” OPPORTUNITIES UNIVERSITY OF ROCHESTER

*Respect and Diversity are embraced at the University
The University of Rochester is an Equal Opportunity Employer*

Job Title: Administrator II Ref# 151897

Start Date: IMMEDIATE Schedule: 8AM-5PM

GENERAL PURPOSE:

The Ambulatory Clinical Administrator II serves as the lead administrator for Golisano Children's Hospital at Strong ambulatory programs (AC-6, AC-1, REACH, Sleep Lab), provides financial and operational oversight for the administrative functions of AC-6, AC-1 and the Pediatric Sleep Lab including monitoring of all hospital ambulatory operating and capital budgets (revenues and expenses), works with all pediatric divisions regarding space and staff allocations, renovations, equipment maintenance and evaluations, supervision of front-end administrator and staff, patient flow and patient satisfaction initiatives. Works collaboratively with the nurse manager to ensure all Joint Commission requirements are met. Assists Program Administrator with data required for business plan development and operating budget increases.

BRIEF DESCRIPTION OF DUTIES:

REQUIRED QUALIFICATIONS:

Bachelor's degree with 5 years relevant experience including at least 2 years at a managerial level. Demonstrated leader with progressive experience as a practice administrator-Ability to develop business proposals, analyze practice trends and physician and staff efficiency; Excellent oral and written communication skills; superior knowledge of UHC benchmarks, RBRVS, IDX and AllScripts preferred; MBA with 5-7 years experience preferred.



Qualified candidates are to specify the job reference number, job title and location where posting was detected in the subject line of the cover letter. Please email your credentials (cover letter and résumé) in the preferred format—the file should be MS Word 2003 compatible. Email credentials to judie.myers-gell@rochester.edu. To search for openings at the University of Rochester, visit online at www.rochester.edu/jobopp or <http://www.rochester.edu/diversity/staff/jobpostings.html>. Also, you may view our Benefit package at www.rochester.edu/working/benefits.