



Staff Vacancy

UNIVERSITY
OF
LOUISIANA
L a f a y e t t e

Position: Student Health Services Chief Administrative Officer

Unclassified: EEO No. SA 7-13

Qualifications Required: A baccalaureate degree in Business Administration, Health Care Administration, or a related field plus two years experience in Health Care Administration or Office Management. Six years of full-time work experience in Health Care Management may be substituted for the required baccalaureate degree. This position also requires the ability to write and communicate clearly and concisely, experience with office accounting and budgeting, and proficiency in Word, Excel, and Power Point.

Qualifications Preferred: Experience as a civil service supervisor or in the college health setting. Experience with health care information systems and/or with the health care accreditation process. A Master's degree in Business Administration or a health related field.

General Description: The Chief Administrative Officer is responsible for the business and financial operations of Student Health Services (SHS) under the authority of the Medical Director. The person holding this position provides direction and administrative leadership for billing and front office personnel and manages daily business and administrative operations of the clinic, to include staffing, program assessment, quality assurance, short and long-term strategic planning, development of operating procedures and policies, budgeting, and other duties as required. SHS is part of the Student Affairs administrative unit.

Primary Responsibilities:

- Manages: daily office operations for the clinic (including staffing, scheduling of personnel, biweekly payroll, and general workflow); clinic budget (by overseeing accounts payable/accounts receivable and payroll to stay within University approved budgets); communications and marketing for SHS (website, live presentations at university events, etc.)
- Oversees: compliance with regulatory requirements and guidelines necessary for clinic operations (CLIA license, Board of Pharmacy license and yearly onsite review); OSHA compliance for health care facilities; privacy and confidentiality policies and procedures for staff; staff licensure renewal requirements
- Monitors quality of health care provided and oversees chart review and quality assurance under direction of the Medical Director
- Completes annual Southern Association of Colleges and Schools (SACS) Departmental Assessment
- Keeps abreast of student insurance issues including Affordable Care Act (ACA) guidelines, monitors loss ratio for each student insurance program, and on bid years reviews and adjusts benefits as needed for each program
- Responsible for short and long-term strategic planning, accreditation process, administrative goals, and objectives for SHS in collaboration with the Medical Director. Develops a comprehensive business plan for SHS and provides fiscal direction for the department through financial analysis and reporting, cost and revenue analysis.

Salary is commensurate with qualifications, experience and proven ability. Applications will be accepted until the position is filled. For initial consideration, applications should be received by March 14, 2014 and should include a cover letter, a comprehensive resume, and three letters of recommendation.

Applications should be mailed to: Student Health Services, P.O. Box 43692, Lafayette, LA 70504 or emailed to: shs@louisiana.edu. Further information about the University is available on the University's web page at <http://www.louisiana.edu>.