

Director - University Health Services

University of Notre Dame

The University of Notre Dame (<https://jobs.nd.edu>) is accepting applications for a **Director - University Health Services**.

Applications will be accepted until 7/13/2020.

The Director of University Health Services (UHS), as a licensed provider, is responsible for the overall leadership and management of University Health Services. As one of the University's leaders charged with supporting student health and wellbeing, the Director of UHS will formulate and guide the department to meet a shared vision where exceptional college health care, infused with our Notre Dame values, will foster lifelong well-being for students across all levels of the University. Reporting to the Assistant Vice President for Student Services, the Director has overall responsibility for UHS strategic, administrative and financial oversight of clinical operations as well as collaborating on public health initiatives and healthcare risk management for the entire campus and with the local community. As a key member of the Student Services Unit, the Director will collaborate to promote a strategic and holistic vision for health and wellness for students at Notre Dame as well as support and sustain a healthy campus community grounded in our Holy Cross values and Catholic mission.

Departmental management: Establishes and executes all strategic oversight for the office in terms of staffing, budget, and health care initiatives by setting annual goals and priorities. Accounts for the overall UHS clinical operations and coordinates with the Assistant Director of Clinical Operations to manage workflow and schedules; oversees the operating budget; tracks expenditures and monitors operational funds on a monthly/annual basis; utilizes assessment data to determine student needs, examine emerging trends, identify gaps and benchmark best practices for implementation; works with vendors related to laboratory, pharmacy, physical therapy, X-ray and telehealth services; collaborates on public health initiatives, and healthcare risk management; ensures medical services are in compliance with college health standards of care, applicable regulatory and licensing requirements (all state, federal and AAHC standards), the mission of the University, etc.; and tracks the advancement of the department through annual reports, data-driven decision making and continuous improvement strategies.

This person serves as the external presence and chief collaborator with other Directors within the Division of Student Affairs, particularly colleagues in Residential Life and Student Services (University Counseling Center, Center for Student Support and Care, McDonald Center for Student Well-Being), as well as

with campus partners (such as Athletics and the Academy); serves as the public health prevention and response leader and forges strong relationships with the larger Michiana community on public health initiatives.

Personnel Management: Assigns and supervises all work of the department; has responsibility for making the decision on hiring, pay, performance and development of employees; supervises the four members of the UHS Management Team and the UHS providers which include 2 Primary Care Providers, 2 Primary Care/Sports Medicine Providers, Primary Care/Football Team Provider, and Psychiatrist. Responsibilities for supervision include regular meetings, weekly Management Team meetings, all staff meetings, and the calibration of performance evaluations for all UHS staff; works with members of the Management Team to provide oversight of professional development as well as performance evaluations for the entire UHS staff.

Primary Care: Serves as a leader by example by maintaining high clinical standards and patient-centered care; provides direct patient care, serving a highly-motivated Notre Dame student population; maintains a professional standard of care; models and strongly advocates interdisciplinary collegiality.

Professional Activities: Participates in accreditation-supporting activities, including but not limited to AAAHC committee participation and performance-improvement activities, as assigned; offers medical opinions for students' requests for specialized medical support or services on campus; serves in peer-review activities, as assigned; serves on University task groups, boards, committees; participates in special projects or committee appointments, as assigned; serves as liaison with other Catholic college/universities, peer institutions, and local organizations; benchmarks and shares best practices to serve as a flagship for other Catholic college health services; pursues professional development and maintains professional accreditation and licensure.

Other duties assigned.

Minimum Qualifications:

Medical Doctor (MD) or Doctor of Osteopathy (DO).

Master's degree in health care administration, public administration, health systems management, nursing, public health, health education OR demonstrated administrative experience in one of these fields required. Doctorate in one of these fields is appreciated but not required.

Indiana state medical license, or eligible.

CSR/DEA licensure.

Board certification in specialties such as Family Practice Medicine, Internal Medicine, or Pediatrics.

Minimum 5 years of medical practice experience.

A commitment to the University's Catholic identity and the ability to implement policies, programs, services, and best practices that are consistent with the University's Catholic mission, values, and teachings.

Ability to practice within the Ethical and Religious Guidelines for Catholic Health Care.

Strong leadership, interpersonal, communication, and critical thinking skills are essential.

At least three years of supervisory and management experience in health care services and administration, including documented experience with (1) designing, developing, and directing health-related programs and services; (2) overseeing clinical staff and ensuring the quality of medical practice and outreach activities performed by members of the Health Services staff; (3) fiscal management, budget development, and contractor/vendor relationships; and (4) health services technology, including the ability to use technology creatively to advance the organization to the next level of excellence.

An understanding of and appreciation for the intersection between clinical health services and wellness/health promotion.

Knowledge of and direct experience in college health or in a related area of health care practice and administration. Candidates with a community or public health training, experience in clinical preventive services, and a strong background in quality management will receive particular consideration.

Ability to communicate effectively with a diverse, young adult population.

Ability to work effectively in a team environment with coworkers with a variety of skill levels.

Experience or interest in college health, population health, sports medicine.

Preferred Qualifications:

ABOUT NOTRE DAME:

The University of Notre Dame, founded in 1842 by Rev. Edward F. Sorin, C.S.C., of the Congregation of Holy Cross, is an independent, national Catholic university located in Notre Dame, Ind. For the fifth consecutive year, the University of Notre

Dame has received Honor Roll distinctions as one of the top 10 higher education workplaces in the country in the Chronicle of Higher Education's annual "Great Colleges to Work For" survey...and we are proud of it!

This appointment is contingent upon the successful completion of a background check. Applicants will be asked to identify all felony convictions and/or pending felony charges. Felony convictions do not automatically bar an individual from employment. Each case will be examined separately to determine the appropriateness of employment in the particular position. Failure to be forthcoming or dishonesty with respect to felony disclosures can result in the disqualification of a candidate. The full procedure can be viewed at <https://facultyhandbook.nd.edu/?id=link-73597>.

Equal Opportunity Employment Statement

The University of Notre Dame seeks to attract, develop, and retain the highest quality faculty, staff and administration. The University is an Equal Opportunity Employer, and is committed to building a culturally diverse workplace. We strongly encourage applications from female and minority candidates and those candidates attracted to a university with a Catholic identity. Moreover, Notre Dame prohibits discrimination against veterans or disabled qualified individuals, and requires affirmative action by covered contractors to employ and advance veterans and qualified individuals with disabilities in compliance with 41 CFR 60-741.5(a) and 41 CFR 60-300.5(a).

APPLICATION PROCESS:

Please apply online at <https://apptrkr.com/1929382>. For additional information about working at the University of Notre Dame and various benefits available to employees, please visit <http://hr.nd.edu/why-nd>. The University of Notre Dame supports the needs of dual career couples and has a Dual Career Assistance Program in place to assist relocating spouses and significant others with their job search.