Associate Director, Student Health Center

Job Code 50013520

General Description
Responsible for assisting the Director in the general management for the business and educational functions of the Student Health Center (SHC) including Pharmacy, Administration, Cashiers and Health Education.

Example of Duties
Implement tasks and initiatives to achieve the goals of the SHC.
Assist the Director and assume responsibility when he/she is absent.
Resolve conflicts to appropriately meet the needs of staff, patients and other customers.
Oversee the financial management of the SHC budget.
Supervise and manage cashier operation.
Monitor administration, procurement activities and HR functions.
Supervise Health Education department programs.
Direct the Pharmacy department in areas of customer service, inventory and pricing.
Prepare and analyze statistical reports, surveys and assessment projects.
Coordinate the Student Health Center Advisory Committee (SHAC).
Perform other duties as assigned.

Knowledge, Skill and Abilities
Knowledge of: effective business practices; GAAP and audit procedures; statistics and sampling methods; Health and Medical problems and procedures.

Skill in: creating and analyzing financial reports; spreadsheets; inventory management; grammar and writing; research and assessment.

Ability to: develop annual budgets; estimate income; implement effective health promotion programs; instruct and supervise staff and students.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements