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**