

Bus Mgr, Student Health Center

Job Code 1485

General Description

Responsible for providing management, leadership, and administrative and business support services to the Student Health Center including procurement, contract oversight, human resources activities, student insurance program, construction, and facility management.

Examples of Duties

Supervise and oversee administration department within the SHC.
Oversee procurement activities and the human resources function for the department.
Plan, direct and coordinate the procurement, human resources and contract operations.
Formulate policies, manage operations.
Locate and interview vendors to determine product availability.
Develop specifications and negotiate prices for services, supplies, equipment and furniture.
Review and approve procurement requests, bids, contracts and accounts payable.
Resolve vendor disputes.
Serve as the Historically Underutilized Business Coordinator for the SHC.
Ensure HUB compliance with applicable rules and statutes.
Develop and review all contracts.
Ensure contract compliance and resolve contract disputes.
Plan, direct, and coordinate human resources management activities.
Assist with providing adequate staffing for SHC.
Recruit, assist with interviews and recommend employee for hire.
Negotiate temporary/consultant employee wages and contracts.
Interpret and administer contracts.
Provide information concerning policies, job duties, wages and employee benefits.
Serve as contract administrator.
Mediate patient concerns/complaints.
Solicit, develop, and analyze bids from insurance vendors.
Design, evaluate and modify insurance plan benefits.
Supervise administration of the student insurance plan.
Plan, direct and coordinate activities related to construction and maintenance of the SHC.
Plan, schedule and coordinate general maintenance, major repairs and remodeling or construction projects.
Resolve building emergencies and/or equipment malfunctions.
Review financial/statistical reports and take appropriate actions.
Assist with audits as needed.
Perform other duties as assigned.

Knowledge, Skills, and Abilities

Knowledge of: University policies and procedures; business management in health care field.

Skill in: interacting courteously with employees, patients, and the general public; effectively directing /monitoring the work of others; orienting and training employees; communicating effectively with employees, patients and the general public; negotiating contracts; preparing reports, memos, letters and proposals; public speaking, financial management, time management, supervising staff, resolving issues.

Ability to: analyze and interpret written instructions, policies and other materials; prepare reports, memos, letters, proposals, bid specs, policy statements, articles, and advertisement; perform

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