University of Wisconsin - Madison
Position Vacancy Listing
PVL # 83290

Working Title:
Director of Operations
Official Title:
ASC DIR, UNSPEC (8)(M94FN)
Degree and area of specialization:
Bachelors degree required; Master's degree preferred.

Minimum number of years and type of relevant work experience:
Five plus years of professional experience and/or post-baccalaureate training with progressively increasing and varied responsibilities in academic programmatic, operations, and/or business management, and with a record of significant accomplishments.

Applicants must have an in-depth understanding of an academic department's multiple missions of education, research, and service and outreach; and must demonstrate leadership and management proficiency. Functional knowledge and understanding of effective policy development, operational efficiencies and cost containment, human resource management, strategic planning, electronic financial management systems, and pre- and post-award grants management required.

Supervisory experience required, as are excellent people skills, oral and written communication skills, staff management, and conflict resolution skills required.

Principal duties:
The Department of Biostatistics and Medical Informatics has a three-part mission: 1) graduate and post-graduate education and training in biostatistics and bioinformatics, 2) research in methods for biostatistical and medical informatics experimental design and analysis, and 3) collaborative scientific research with basic and clinical faculty in the School of Medicine and Public Health (SMPH) and centers, institutes, and schools across campus. The Department has an annual operating budget in excess of $8 million consisting of approximately 100 active funding sources subject to a variety of federal, state and university regulations. The Department has 23 faculty, 38 academic staff, 7 classified staff, over 50 graduate assistants, as well as limited term and student employees. Additionally, the Department has 12 affiliate and 5 joint-executive faculty and regularly sponsors a variety of visitors, many of whom are international.

The Department's operational structure is divided into three academic program areas: the Biostatistics Program; the Clinical Trials Program, which includes the Statistical Data Analysis Center (SDAC); and the Medical Informatics Program. Each program area has a Program Manager responsible for the grant/contract and research activities for their area.

The Director of Operations (DO) will provide administrative leadership and overall programmatic and operational support, and will oversee the effective management of the multiple and complex fiscal and human resources needed to accomplish the Department's educational, research, and service missions. This position is directly responsible to the Department Chair for the administration of the Department's finances and will have fiscal responsibility for approximately $8 to 10 million combined annual budget as the Chief Financial Officer for the department.

Under the direction of the Department Chair, the DO will interact with the leadership and administration of the School of Medicine and Public Health (SMPH), the UW Carbone Cancer Center (UWCCC), the Institute for Clinical and Translational Research (ICTR), the Wisconsin Institute for Discovery, the Morgridge Institute for Research, clinical and basic science departments, and Department faculty and research staff. This position will carry out responsibilities and make decisions as delegated by the Chair for the department, and operates in place of the Chair.

The DO will provide administrative leadership and management to support the continued success and appropriate growth of: 1) graduate training programs operated by BMI and/or in which BMI faculty participate, including NIH-funded training grants; 2) the NIH-funded Center for Predictive Computational Phenotyping; 3) the biostatistics and biomedical informatics research "cores" operated by the
Department on behalf of ICTR, UWCCC and the Alzheimer's Disease Research Center; and 4) the Department's high-performance research and administrative computing resource (the Biomedical Computing Group, BCG).

Specific Duties and Responsibilities

Planning and Leadership

1. Provide orchestration of major departmental administrative functions across the three domains of: sponsored research administration, human resources, and financial management and purchasing.
2. Recommend, develop and enforce internal policies, procedures, and workflow; analyze issues and develop position statements representing the Department.
3. Carry out responsibilities and make decisions as delegated by the Chair; perform special tasks assigned by the Chair.
4. Educate faculty on School, University, regulatory, or external funding-related issues so they may make informed decisions.
5. Together with the Chair, provide leadership and assistance in the areas of strategic planning, goal setting, and short and long term program planning.
6. Actively participate in institutional planning, development, and administrative committees, task forces, etc., as opportunity presents.

Academic, Research Program, and Grants Management

1. In collaboration with Chair and faculty leaders, direct the Department's program managers who are charged, together with PIs, with administration of sponsored grants and projects. Identify training and support needs of program managers.
2. Advise and keep Chair, Executive Committee, and faculty apprised of Federal, State, extramural sponsor, UW-System, UW-Madison, and UW School of Medicine and Public Health policies and procedures relevant to the department's mission and operations.
3. Continually assess and analyze Department's academic and research environments, considering opportunities, risks, problems, strengths and threats; advise the Chair and recommend actions appropriate to the Department.

Financial, Administrative, Facility and Project Management

1. Serve as chief financial officer with fiscal responsibility for approximately $8 to $10 million combined annual budget of the academic and research operations of the Department; ensure compliance with all rules, regulations, policies and procedures.
2. Develop and maintain an integrated financial management system that can be used for both reporting and strategic planning.
3. Serve as primary liaison on behalf of the Department with the UW School of Medicine and Public Health offices for financial administration.
4. Formulate and prepare department teaching and operating budgets; prepare, monitor, review and approve reports pertaining to these budgets.
5. Manage and oversee (or delegate such) department space activities, including building projects, remodeling and renovation, faculty and staff relocations, space allocations, etc. Assist Chair in making BMI research space assignments.
6. Provide financial leadership and administrative support for the BCG.

Human Resources and Staff Development and Management

Responsible for human resources development and management for a combined total of over 100 department members, including faculty, research and administrative staff, postdoctoral trainees, and graduate students.

1. Directly supervise 6 administrative and technical staff, with 5 additional reports to those individuals.
2. Serve as primary liaison on behalf of the Department with the UW School of Medicine and Public Health offices for human resources.
3. Serve as a resource for all faculty, staff, postdoctoral trainees and students in issues pertaining to human resource transactions, problems and opportunities.
4. Assist program managers, faculty, and research staff in developing strategic plans for staffing their research projects in an efficient, cost-effective manner.
5. Provide leadership, support and training to BMI administrative staff. Develop performance standards, and direct progress through regular performance feedback and evaluations.
6. Assess and monitor duties and salary structure of the BMI faculty and research and administrative staff; make recommendations to faculty and/or Chair for changes in duties, salary, and position title as needed to promote, train, and retain personnel.
7. Ensure the following support structures are in place and active:
   a. Appropriate approval and completion of recruitment plans for faculty, research staff, instructional staff, and administrative staff.
   b. Assistance to Chair and faculty members in documenting research and instructional accomplishments for promotional actions.
   c. Staff support for faculty search committees.
d. Guidance to search committee members on recruiting/interviewing strategies that comply with School, University, State and federal rules and laws.

Additional duties, to be pursued in full collaboration with the Department Chair

1. Ensure a positive and supportive work environment. Build collaboration by encouraging participation, constructive feedback, trust, mutual respect, and shared purpose among team members.
2. Provide leadership by modeling a shared vision, challenging the process and facilitating organizational change, enabling others to act, and encouraging others by recognition.
3. Recognize and reward innovative thinking, responsible risk taking, and the achievement of operational excellence.
4. Model and instill in others a high degree of professionalism, which includes demonstrating honesty, integrity, accountability, and a commitment to altruism.

A criminal background check will be conducted prior to hiring.

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Department(s): SMPH/BIOSTAT & MED I
Full Time Salary Rate: Minimum $70,000 ANNUAL (12 months)
Depending on Qualifications
Term: N/A
Appointment percent: 100%
Anticipated begin date: OCTOBER 01, 2015
Number of Positions: 1

TO ENSURE CONSIDERATION
Application must be received by: SEPTEMBER 22, 2015

HOW TO APPLY:
In order to apply, applications must be submitted online at https://uwjobapply.wisc.edu/Apply.aspx?pvl=83290
In your application materials, please include a brief narrative describing your experience and expertise in an academic setting. Please refer explicitly to work related to administration of sponsored research, graduate training, collaborative research, financial management, human resources, and/or planning and leadership, if any.
Questions about the position can be directed to:
Mitchell Molly Phone: 608-265-0685
K6/417 CSC, Box 4675 Fax: 608-265-5579
600 Highland Ave. Email: mkmitchell@biostat.wisc.edu
Madison, WI 53792-4675

If you need to request an accommodation because of a disability you can find information about how to make a request at the following website: http://www.oed.wisc.edu/478.htm

NOTE: Unless confidentiality is requested in writing, the names of applicants must be released upon request. Finalists cannot be guaranteed confidentiality.

UW-Madison is required by law to request data from applicants for employment in order to monitor its recruitment and selection practices. In order for us to meet this federal reporting requirement, please go to http://www.oed.wisc.edu/reports-and-forms.htm to fill out the Voluntary Self-Identification of Disability Form and the Applicant Self-Identification Form for Protected Veterans. Please reference the Position Vacancy Number when uploading your completed forms. Completing these forms is voluntary and your responses will be kept confidential and is not considered as part of the hiring criteria.

UW-Madison is an equal opportunity/affirmative action employer.
We promote excellence through diversity and encourage all qualified individuals to apply.

Feedback, questions or accessibility issues: ohrwebmaster@ohr.wisc.edu

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