

Chief Administrative Officer - Cummings School
Veterinary Group
Tufts University

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Posted Mar. 17, 2023, set to expire Dec. 31, 2023

Job Title	Chief Administrative Officer - Cummings School Veterinary Group
Department	
Institution	Tufts University Medford, Massachusetts
Date Posted	Mar. 17, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Administrative Support/Services
Job Website	https://jobs.tufts.edu/jobs/18738?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Dean's Office is the central administrative unit that provides leadership to Cummings School of Veterinary Medicine. Cummings School provides DVM, master's, and PhD degrees, and provide advanced clinical training programs. The Cummings School Veterinary Group (CSVG) is comprised of 7 teaching hospitals, clinics, and diagnostic laboratories. The CSVG provides primary and advanced veterinary care for animal patients across New England and serves as the primary clinical training environment for veterinary students, interns, and residents.

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What You'll Do

Reporting to the Dean of Cummings School of Veterinary Medicine, the Cummings School Veterinary Group (CSVG) Chief Administrator is responsible for:

- Overseeing the fiscal and budgetary management and clinical asset planning (space and major equipment) of the seven clinics and diagnostic laboratories that comprise the CSVG, managing accounting functions, providing financial analysis, and overseeing and coordinating clinical assets management (buildings, equipment, and purchasing) across the CSVG
- Work closely with the senior financial person in each hospital or clinic to provide detailed analysis, review, and innovation in the areas of clinical accounting, appropriate financial analysis and reporting, billing, accounts receivable management, cost management, fee setting based on cost analysis, equipment, infrastructure, and capital planning
- Perform higher level analysis of operational and capital finance in the context of the clinical service, teaching, and research missions of the school's hospitals and clinics
- Work with each hospital and clinic director and their senior administrator/financial person, Tufts Budget Center, and the Cummings School's dean's office to develop, monitor, and project annual operating, equipment and infrastructure budgets and projects, and capital budgets for these clinical operations
- Play a key role in the expansion of the school's hospital/clinic/diagnostic facilities to meet it's clinical, education, and research missions
- Strategic analysis and decision making, guiding the future of the school's clinical and diagnostic activities toward the school's strategic vision

What We're Looking For

Basic Requirements:

- Bachelor's degree and relevant experience as outlined below; an advanced degree is considered an asset
- Experienced administrator with a minimum of 7 years of experience in finance and budget management/preparation in an academic and/or veterinary environment
- Minimum of 5 years of facility and infrastructure management experience, with experience of working in an academic, veterinary, or equivalent environment that requires working or coordinating with other larger teams or units
- Knowledge of building operating requirements, and safety precautions related to facilities management is considered an asset
- Strong procurement skills and strong negotiation skills related to equipment purchase
- Excel, Word, and project management software and previous experience or ability to learn electronic medical record system to support and understand needs of the CSVG

Pay Range



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Minimum \$161,300.00, Midpoint \$201,650.00, Maximum \$242,000.00

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact