UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Director, Health Services

DIVISION: Student Affairs

REPORTS TO: Vice President, Student Affairs

GRADE: 17

SUPERVISES: Professional, technical, clerical and maintenance support staff (includes Medical Director, Nursing Supervisor, Business Manager and heads of following: X-Ray Department, Laboratory Department, Medical Records Department, Health Education Department and Pharmacy Department)

BASIC FUNCTION:

Responsible for all aspects of Student Health Services on URI Campus.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Direct administration of University Health Services.

Coordinate health services with other student affairs departments.

Establish program priorities, planning, and implementation in coordination with Medical Director.

Coordinate non-University local health and hospital services.

Coordinate provision of services to eligible students.

Supervise and participate in budget preparation and fiscal planning.

Coordinate and manage student health insurance program.

OTHER DUTIES AND RESPONSIBILITIES:

Participate in employee contract negotiations.

Perform other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers, word processing, database management, and spreadsheet software.
ENVIRONMENTAL CONDITIONS:

The incumbent is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Master's degree in the field of health care administration or business administration required, preferably in hospital administration, public health, or an MBA/health care. Three years of experience in the management of a health care facility is required, preferably in a college or university setting. Must possess a thorough knowledge of the following: performance improvement programs (QI, CQI, QA); health care administration (college health preferred); budget preparation and management experience; public health education and services; medical delivery concepts; the administration of emergency medical services. A working knowledge of the following is required: collective bargaining; personnel services (college setting preferred); the administration of mental health services and health promotion activities. Must be familiar with the following: environmental health and safety; occupational health; athletic health; JCAHO (Joint Commission on Accreditation of Health Care Organizations). This position requires that the incumbent possess the ability to communicate effectively verbally and in writing, and to organize, coordinate and supervise support staff. Must also be able to interpret institutional policies, plans, objectives, rules and regulations and communicate the interpretation to subordinates and others; must be able to prepare and present detailed studies and reports to include recommendations concerning the substance of the studies and reports. Must possess strong interpersonal skills and be able to prepare and deliver oral presentations before small, medium and large groups of people.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.