

Job Code:..101443
Position #: (NUNC)(E)
Developed by:.. EPL
Reviewed by: LK,DLJ
Approved by:.....LK
Date:..11/01/2019

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Director, Administration (College of Pharmacy)

DIVISION: Academic Affairs (College of Pharmacy)

REPORTS TO: Dean, College of Pharmacy

GRADE: 15

SUPERVISES: Professional, Managerial, specialists, technical, information techs, administrative, and other support staff, as assigned

BASIC FUNCTION:

Assist and advise the Dean of Pharmacy on all matters of administration, personnel, finance, business management, facilities, strategic planning, initiatives, research, and policies. Direct and coordinate the human resources, administrative, informational technology, facility management and financial affairs of the College. In the area of the Pharmaceutical Development Institute, serve as the Administrative and Financial Director of the College's Pharmaceutical Development Institute (PDI). Play an integral role in the launch of the PDI and its startup operations and communications. Play an integral role in the development of the Deans' long-range goals and objectives and provide leadership.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

In the area of Administrative and Strategic Direction, have management responsibilities for the College resources. As the chief financial and administrative officer, have responsibility for all aspects of College's administrative and research support programs.

Advise the Dean on the status and use of the College's human and fiscal resources.

Coordinate and monitor the annual College budgets, including State, federal, and other contract and grant funding; ensure accuracy in budget preparation and compliance with prescribed Federal, State, and institutional policies and procedures, and monitoring for salaries, indirect cost rates, services and supplies, and cost sharing.

Provide statistics, data and reports on budget and administrative matters as requested.

Manage the allocation of the Deans' multi-faceted resources and is ultimately responsible for the successful organization and administration of the Colleges' complex fiscal and human resource activities.

Supervise and manage non-academic personnel and their activities in the following areas: Finance, Facilities, Research Support, and others as assigned to ensure the delivery of efficient, timely and cost-effective human resource, administrative, informational technology, and financial systems.

Advise and assist Department Chairs, colleges administrators, faculty, and specialists in a variety of matters pertaining to their human resource, fiscal, and administrative affairs.

Serve as financial/administrative/research liaison between the Colleges and key internal and external clientele. Serve on University committees.

Manage the administrative and fiscal operations in the Office(s) of the Dean, providing leadership in the areas of human resources, business and financial management, information systems, equipment acquisition, and facilities. Oversee human resource management.

Assist the Dean in developing College strategy and direction, such as strategic plans.

Responsible for assisting in the development, implementation, monitoring, and review of strategies, plans, policy, and procedures.

In the area of Research Management, represent the Dean in day-to-day program and fiscal activities related to the College's research resources including interacting with faculty, scientists and with COP research staff to resolve issues.

Liaise where appropriate with both internal and external entities on specific research matters such as contract development, conflicts, proposals, agreements ensuring compliance and other research-related administrative matters.

Provide statistics, data and reports on research matters as requested.

Interact with state, federal, and non-US funding agencies on behalf of the College.

In the area of the Pharmaceutical Development Institute, serve as the Administrative and Financial Director of the College's Pharmaceutical Development Institute (PDI). Play an integral role in the launch of the PDI and its startup operations and communications.

Assist the PDI Director with the overall strategic, operational, and financial responsibilities for PDI operations including: manufacturing and analytical operations, strategic planning, quality control management and business development.

Responsible for directing the operations team to maintain, upgrade and monitor facility standards to ensure compliance with GMP specifications.

Advise the PDI Director in the development of a strategic marketing plan for the PDI, its execution and ongoing administration to include: mission development, environment analysis, goal and strategy formulation, implementation, and feedback.

Responsible for financial oversight including proforma analysis, project costing, contract administration, compliance, and execution. Work with the PDI Board to develop a 5-year Business Plan.

Assist in developing a staff structure and culture that is responsive to the needs of the pharmaceutical community and the established principles of the College.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers; word processing, database management, presentation and spreadsheet software; cGMP facilities.; GMP operations.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: MBA or equivalent Master's level management degree; Minimum of seven years of demonstrated progressively responsible management-level experience; Demonstrated leadership experience in strategic planning and mentoring; Demonstrated leadership experience in forecasting, resource analysis, and budgeting; Demonstrated experience developing and implementing administrative and financial policies and procedures; Demonstrated ability to articulate financial and operational issues to diverse constituencies; Demonstrated higher education experience; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency with written communication skills; Demonstrated ability to work independently and resolve problems; Demonstrated supervisory experience; Demonstrated computer skills; Demonstrated knowledge of cGMP facilities (including primary operations and fully contained manufacturing); Demonstrated understanding of FDA regulations and compliance issues related to GMP operations; Demonstrated marketing experience (including plan design); Demonstrated experience negotiating contracts with customers and/or vendor services; and, Demonstrated ability to work with diverse groups/populations.

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