



Family: Clinical and Health Services

Level: EX3

Position Profile Title: Executive 3-Student Health

Salary Grade	Minimum	Midpoint	Maximum
10	\$124,812	\$171,660	\$218,496

PROFILE SUMMARY:

Positions in this job profile are responsible for providing strategic leadership for student health services with broad impact across the University. Responsibilities include developing, implementing, and evaluating philosophy, short and long-range goals and objectives. Employees provide the overall guidance and direction to support the development, implementation and enforcement of plans, policies, procedures, systems, programs and performance standards. They establish and direct the execution of strategic plans.

DISTINGUISHING CHARACTERISTICS:

The distinguishing characteristic of the Executive 3-Student Health profile is the strategic leadership for University wide Student Health initiatives, programs, services and facilities.

PRIMARY POSITION RESPONSIBILITIES:

1. Provides leadership and direction for the vision, strategies and structures of University wide Student Health services, programs, facilities and initiatives.
2. Develops, implements and assesses the unit's operational plan, short-term and long-term stability, efficiency, physical space, building, and plans for future needs.
3. Directs the fiscal management, including budget development, implementation and planning; and recommends fees and charges necessary to finance Student Health Services.
4. Develops, promotes and maintains relationships with internal and external stakeholders to promote, develop and enhance the programs, services and initiatives of Student Health, Student Services and the mission of the university, including local collaboration and planning with county and state health agencies and local healthcare providers.
5. Provides leadership, supervision and direction for assigned staff. Hire and train employees; plan, assign and review work, establish goals for each position and assess performance through completion of written evaluations; act on disciplinary issues, up to and including dismissal; address grievances, developing a framework for corrective actions as necessary.
6. Ensures compliance with University policies, state and federal laws and regulations and industry standards.
7. Participates in the Student Affairs Leadership Team to participate in and collaborate on the strategic planning, goal setting and initiative development for the Student Affairs Division.

PROBLEM-SOLVING AND DECISION-MAKING:

Problems are highly varied, complex and often non-recurring; require novel and creative approaches to resolution. New concepts and approaches may have to be developed.

Decisions have significant, broad implications for the management and operations of a division/entire organization; makes decisions on the overall strategy and direction of the division/entire organization.

Decisions impact:

- Entire University
- Functions across the University
- Department
- Direct team



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- Donors and Alumni
- Student/Parents
- Other External Agencies and Institutions

ACCOUNTABILITY:

Results are defined by division and university strategy, mission and vision; incumbent sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

Supervises work of leadership positions and professional faculty, including planning and reviewing work.

Develops and approves budget and exceptions to budget for the units.

RELATIONSHIPS WITH OTHERS:

Collaborates and interacts within the Dept/Unit, University Wide, and Externally to:

- Exchange routine, factual information and/or answer routine questions.
- Exchange detailed information or resolve varied problems.
- Access and/or work with sensitive and/or confidential information.
- Identify needs/concerns of others, determine potential solutions, resolve or redirect appropriately.
- Persuade, gain cooperation and acceptance of ideas or collaborate on significant projects.
- Resolve conflict, negotiate or collaborate on major projects.
- Handle sensitive issues and facilitate collaboration at the highest level.
- Develop and maintain relationships with key contacts to enhance workflow and work quality.

TYPICAL REQUIREMENTS:

Terminal degree in Public Health, Health Care Administration, Community Health, Nursing, Business Administration, or closely related field.

8 years of experience providing health care administration.

DISCLAIMER:

The above statements are intended to indicate the general nature and level of work performed by positions within this job profile. They are not designed to contain or be interpreted as an exhaustive list of all duties, responsibilities, skills, and qualifications required of all employees within positions covered by this job profile.