

Occupational Therapy Job Description

University Title:

Working Title: Administrative Manager

Classification:

Position Number: 343246

Percent Time: 100%

Department/ Division: Occupational Therapy

Reports To: Department Head

Summary of Position:

This position initiates and manages the daily and strategic, operational objectives, functions, and goals for the Department of Occupational Therapy (OT). This position is responsible for the administrative management and supervision of the department. creating and revising procedures and processes, and ensuring timely implementation necessary to achieve the operational and administrative goals as indicated in the Department's strategic plan. This position will work with OT departmental leadership to coordinate, support and oversee departmental activities while also supporting strategic, academic, and administrative initiatives of the College of Pharmacy.

Principal Duties and Responsibilities:

35%	<p>Administrative Management Provide primary administrative support to the Occupational Therapy Department Head and leadership team</p> <ul style="list-style-type: none"> ● Collaborate with Department leaders and help drive the unit's strategic planning process and strategic plan implementation. ● Provide leadership to build relationships crucial to the success of the department and the college, ● Serve as an active member of the Department leadership team, working to develop plans and implement changes and/ or initiatives that support program evaluation, process improvement, and operational efficiency across the Department. ● Liaise with other university departments, external individuals, and groups to connect resources to benefit the work of the department. ● Coordinate faculty affairs including the promotion and tenure process, annual reports of faculty appraisals, ad hoc task forces, and department, program-level, and college-level meetings. ● Maintain local employment records that include practice licenses, other required evidence of credentials, and other compliance items such as CPR certification. ● Support departmental hiring processes in collaboration with CoP HR including generating contracts for temporary contract faculty/staff, adjunct faculty, PNC volunteer contracts, finalizing position descriptions, documenting search processes, communicating with candidates and committee members, and other employment-related tasks to align with University policies
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	<p>and procedures. Manage onboarding processes for newly hired employees to include online and in-person training and orientation to the department.</p> <ul style="list-style-type: none"> ● Be the content liaison to the College events team for all externally facing OT events (i.e., OT Recognition Event, Commencement, alumni events). ● Oversee and coordinate internal departmental and/or programmatic events as needed including, the Capstone Dissemination Event. ● Oversee the planning, production, and distribution of all Departmental communications and marketing materials, including program e-newsletters, annual newsletter, and formal reports to internal as well as external constituents. ● Serve as a liaison to the College Communication Office
20%	<p>Project Management</p> <ul style="list-style-type: none"> ● Serve as project manager for departmental strategic initiatives, ensuring project scope and deliverables, customizing and managing work plans and schedules, and delivering reports to track project progress to completion.. ● Monitor and summarize progress on the OT strategic plan and pertinent strategies in the College-wide strategic plan to align with accreditation requirements using CoP software. ● Oversee building project plans.
20%	<p>Operations and Supervision</p> <ul style="list-style-type: none"> ● Manage and monitor expenditures related to office equipment, office supplies, shipping, and other expenses that require a purchase card. ● Monitor and analyze budgets within accounts, and generate reports as requested. ● Support ordering of supplies and equipment, support faculty p-card and chrome-river reconciliation, as needed ● Collaborate with CoP facilities manager to assess and manage physical space and manage space utilization by staff, faculty, and graduate students including offices and other spaces that support the Department's educational and research missions. ● Supervise staff and student workers in the daily operations of the OT administrative office, evaluating performance and providing feedback individually and at a team level.
10%	<p>Continuing Education</p> <ul style="list-style-type: none"> ● Collaborate with the Director of CE within the Department to provide a robust range of continuing education offerings for occupational therapists. ● Develop and maintain a marketing plan for CE offerings. ● Proficiently use Destiny One or other University systems that support CE registrations, records, and transcripts. ● Develop pertinent marketing materials that represent current CE offerings.
5%	<p>Miscellaneous</p> <ul style="list-style-type: none"> ● Duties as assigned ● Professional development

Supervision: Supervise 1-2 student workers to support equipment/supply inventory, classroom, and online, technology,

Required Qualifications:

- Bachelor's Degree plus six (6) years of professional-level administrative experience, with at least 4 years of increasing responsibility in academic administration, government or comparable professional setting
- Demonstrated ability to communicate and work effectively with and across diverse constituencies with different needs and priorities
- Demonstrated experience managing multiple projects with different and competing deadlines to their completion.
- Excellent verbal and written communications skills, including the ability to communicate effectively with various constituencies (faculty, staff, students, community partners, and alumni) as well as diverse populations in a hierarchical organizational structure
- Strong organizational ability and planning skills, reflecting both attention to detail and understanding of the department, collegiate, and University contexts
- Ability to take the initiative and work both independently and collaboratively, as appropriate
- Competent in the use of excel, including for computation, and interactive databases

Preferred Qualifications:

- Graduate or advanced training in business, project management, human resources, finance, or a related field
- Administrative experience at the University of Minnesota or in a higher education setting providing assistance to the Department Chair or Director of an academic department
- Proven ability to be comfortable with ambiguity, develop timelines, identify problems and solutions, and conduct systematic processes reviews and improvements
- Two years of supervisory experience in a professional work setting (supervision of student workers is not considered viable for this requirement)
- Experience managing program evaluation for an entity

Working Conditions:

- Most work associated with this position is performed in a hybrid combination of the office and home settings, but may all be performed in an office setting on campus.

The Employer retains the right to change or assign other duties to this position.