

Job Title	Research Department Administrator
Employer/ Agency	MD Anderson Cancer Center
Job Description	Manages the overall business activities of the department and supervises the support staff. Assists the Division Head/Department Chair in recruitment of faculty, administrative staff, and classified personnel. Develops and integrates information systems for use at divisional/departmental levels. Coordinates fiscal activities. Prepares/monitors income and expenses to ensure compliance with budgets. Prepares budget requests and budget justifications. Coordinates research grants and contracts preparation, as well as overall budget activities. Assists the Division Head/Department Chair in strategic planning. Coordinates special projects, and provides liaison work within the division/department, other divisions/departments and with hospital administration. Monitors maintenance of department's physical plant. Responsible for annual physical inventory. Performs planning duties related to space.
Qualifications	Bachelor's degree in Business, Healthcare Administration or related field. Preferred: Master's degree in Business, Healthcare Administration or related field. Required: Five years of health care related experience in a professional/administrative capacity, to include two years of supervisory experience. May substitute required education degree with additional years of equivalent experience on a one to one basis.
Salary/Hours	\$80,000+ DOE
City, State, Zip	Houston, TX
Application Method	Email Tania Secrest at tmsecrest@mdanderson.org
Opening Date	Immediately

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.