



Job Title	Associate Director, Clinical Enterprises	Job Code	COM40
Pay Plan	A&P	Pay Grade	22
Union	Non-Union	FLSA Status	Exempt
Job Family	College of Medicine	Union Code	0

Job Family & Subfamily Summary

College of Medicine Professionals are specialized and unique to the UCF College of Medicine.

Job Summary

Responsible for planning, organization, execution, and management of all information related to sensitive and confidential projects as directed by the Associate Dean for Clinical Affairs (ADCA). Involves complex cross-functional work within UCF Health and UCF Academic Health. This position is key to the development and growth of the hospital, clinical, research, and educational missions.

Representative Duties

1. Management

- Plans, organizes, executes, and manages the administrative and financial operations of the Office of the ADCA and its associated program(s)
- Assists ADCA with development and management of the evolving Clinical Enterprise, encompassing high-impact clinical research, community intervention, public health and patient care
- Manages project cost, time, and budget; ensures project goals and objectives are accomplished in accordance with priorities, time limitations, funding limitations, or other specifications
- Manages time lines, program schedules, and meeting organization and schedules

2. Clinical

- Participates in program planning for clinical, research, and educational missions
- Works with ADCA to develop clinical specialty practice programs (I.E. dermatology, ob/gyn, etc.)
- Establishes, executes, and manages project goals, tasks, and time lines for completion by assigned parties
- Evaluates progress and determines adjustments needed to ensure desired results are achieved
- Coordinates project activities and work plans, budgets, personnel, and other departments to meet project goals and deadlines

3. Planning

- Participates in program planning for Academic Health (hospital)
- Establishes, executes, and manages project goals, tasks, and time lines for completion by assigned parties
- Evaluates progress and determine adjustments needed to ensure desired results are achieved
- Coordinates Academic Health project activities and work plans, budgets, personnel, and other departments to meet project goals and deadlines

Education, Experience, Skill Requirements		
	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)	N/A	N/A
Licensure(s)	N/A	N/A
Work Experience		
6+ years of relevant work experience 2+ years of leadership experience		
Additional Requirements		
<ul style="list-style-type: none"> MHA or MBA preferred with high level experience in clinically-related project management 		

Physical/Environmental Demands
Standard office environment with no unique physical demands

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.