

Faculty Affairs Administrator 1

 School of Medicine, Redwood City, California, United States

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The Stanford University Department of Orthopaedic Surgery has an opening for a Faculty Affairs Administrator 1.

The Faculty Affairs team manages the recruitment, promotion and development process of the department's faculty by integrating University program goals to departmental practice. The Faculty Affairs Administrator partners with world-class faculty to administer guidelines and organize reports in support of the faculty committees' decisions on faculty recruitment and promotions. Strong organizational, communication and writing skills are necessary. The ability to work as a team and build relationships, while independently managing multiple projects is essential. A strong Faculty Affairs Administrator will be able to understand the University guidelines and implement an effective process for hiring and promoting faculty. The Faculty Affairs Administrator also serves as a local resource for the department in matters relating to faculty affairs.

Stanford University School of Medicine is dedicated to hiring and developing faculty into world-class leaders in medicine and science. The Faculty Affairs Administrator plays an important role in supporting the faculty recruitment and development process. Each day, we interact with world-class faculty members, among the best minds in the world in their respective fields. As part of a dynamic and high performing team, the Faculty Affairs Administrator position will work under the supervision of the Faculty Affairs Administrator 2 and partner with the DFA. To learn more about the Department please visit us at: <https://ortho.stanford.edu/>

The successful candidate will provide a cover letter and demonstrate:

- Excellent communication and relationship building skills.
- Competence to manage multiple priorities and timelines, respond effectively with limited guidance; strong attention to detail.
- Serve as a local resource and guide to matters involving faculty affairs.
- Drive to establish themselves as a leading contributor within the Department of Orthopaedic Surgery and Stanford Medicine.

Duties include:

- Gather information for search initiations, search waivers, reappointments, and promotions. Collect applications, and provide administrative support to search and review committees; provide advice on process requirements.
- Post job announcements, and distribute other outreach materials to attract candidates.
- Coordinate with faculty and units external to the department to gather all components of the appointment/promotion form, and organize in compliance with guidelines.
- Maintain records documenting search, recruitment, and appointment/promotion processes.

- Assemble and draft materials for the appointment and promotion files.
- Process and track approved activities (e.g., sabbaticals and other leaves, resignations, retirements, FTE changes), and maintain appropriate documentation and communication.

* - Other duties may also be assigned

DESIRED QUALIFICATIONS:

Stanford experience or experience in an academic environment preferred.

EDUCATION & EXPERIENCE (REQUIRED):

Associate degree and one year of experience working with administrative processes, or combination of education and relevant experience.

KNOWLEDGE, SKILLS AND ABILITIES (REQUIRED):

- High level of attention to detail and accuracy.
- Ability to track, monitor and adhere to deadlines.
- Ability to learn university systems.
- Experience working with databases and Microsoft Office suite.
- Effective communication skills.
- Demonstrated ability to act with tact and maintain confidentiality.
- Experience with complex schedules and planning.
- Demonstrated ability to work well with Stanford colleagues and clients and with external organizations.
- Demonstrated commitment to personal responsibility and value for safety, shown through communication of safety concerns and use and promotion of safe behaviors based on training and lessons learned.

PHYSICAL REQUIREMENTS*:

- Frequently perform desk-based computer tasks, frequently sitting, stand/walk, grasp lightly/fine manipulation.
- Occasionally twist/bend/stoop/squat; reach/work above shoulders; grasp forcefully; use a telephone.
- Rarely sort/file paperwork or parts, kneel/crawl, twist/bend/stoop/squat, lift/carry/push/pull objects that weigh up to 10 pounds.

* - Consistent with its obligations under the law, the University will provide reasonable accommodation to any employee with a disability who requires accommodation to perform the essential functions of his or her job.

WORKING CONDITIONS:

Occasional extended hours.

WORK STANDARDS:

- Interpersonal Skills: Demonstrates the ability to work well with Stanford colleagues and clients and with external organizations.
- Promote Culture of Safety: Demonstrates commitment to personal responsibility and value for safety; communicates safety concerns; uses and promotes safe behaviors based on training and lessons

learned.

- Subject to and expected to comply with all applicable University policies and procedures, including but not limited to the personnel policies and other policies found in the University's Administrative Guide, <http://adminguide.stanford.edu>

Additional Information

- Schedule: Full-time
- Job Code: 4171
- Employee Status: Regular
- Grade: F
- Department URL: <http://ortho.stanford.edu>
- Requisition ID: 86015