

# Associate Director, Finance and Administration

2020-7187

3 months ago

US-NY-New York    **Department** Cariology and Comprehensive Care (Administrators)    **School/Division** College of Dentistry (DN1032)

**Compensation Grade** Band 53    **Union** N/A    **FT/PT** Full-Time    **Category** Finance/Real Estate/Procurement/Grant Management

## Position Summary

Direct the clinical, business, research and administrative operations of the Department of Cariology and Comprehensive Care including, but not limited to: Ensuring fiscal integrity of the operating budget including managing revenue generated from patient care; Directing administrative research activities and facilitate grant writing opportunities; Developing and/or implement activities of interest; Collaborating with the Departments of Clinical Affairs and Academic Affairs and overseeing faculty activities; Developing and coordinating programs for faculty development and standardization; Identifying programmatic gaps and working strategically to address them.

## Qualifications

**Required Education:**  
Bachelor's Degree or equivalent

**Preferred Education:**  
Master's Degree in Public Administration, Masters in Business Administration, Masters of Education, or a related field.

**Required Experience:**  
5+ years relevant experience in healthcare, to include proficiency in budgeting, grants management and contracts or equivalent combination of education and experience.

**Required Skills, Knowledge and Abilities:**  
Strong leadership and project management skills. Demonstrated quantitative and analytical skills. Excellent communication and presentation skills, both verbal and in writing. Ability to work well with others as well as autonomously. Self motivated, organized and ability to multitask. Master knowledge of Excel, Word and PowerPoint.

## Additional Information

NYU aims to be among the greenest urban campuses in the country and carbon neutral by 2040. Learn more at [nyu.edu/sustainability](#).

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