

# Assistant Division Manager

 School of Medicine, Stanford, California, United States

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The **Division of Cardiovascular Medicine** in the Department of Medicine at Stanford University seeks an Assistant Division Manager (ADM) to manage the Faculty Affairs, Human Resources, and Facilities components of the division. The division has a robust clinical practice, diverse research programs, and a large training program, and is seeking an ADM to primarily oversee and process actions in the components listed above, manage and enhance its programs and infrastructure, as well as perform other administrative functions.

Under the general direction of the Division Manager, this position provides key strategic and operational leadership for the division’s operational and HR functions, supervises the administrative core composed of 14 administrators, and meets regularly with faculty members and division leadership. The ADM assists in overseeing key strategic projects for the Division Manager and Division Chief.

**Duties include:**

- Independently implement, administer and evaluate day-to-day activities of the unit, function or program by identifying and executing tasks and objectives, making recommendations that impact policies and programs, and assigning resources to achieve the goals of the program.
  - Collect and analyze data, create reports, review and explain trends; formulate and evaluate alternative solutions and/or recommendations to achieve the goals of the program or function.
  - Analyze and interpret policies; develop, revise and implement procedures for program or function.
  - Represent the program or function as the key contact and subject matter expert within the department, unit or school. Commit resources and provide information and/or training. May also represent the program or function to external/internal stakeholders and constituencies.
  - Organize and/or participate in outreach activities that may include developing communications and training, planning/promoting events and/or conferences.
  - May direct staff to perform various tasks and assignments. May also supervise staff.
- \*- Other duties may also be assigned, not all unique aspects of this job are covered by this job posting. A full job description will be shared during the interview process.*

**DESIRED QUALIFICATIONS:**

- Experience supervising employees and managing performance.

- Working knowledge of Stanford's job description library, JIF, salary structure, and HR/Admin Guide policies.
- Knowledge of Stanford University's Research Management Group and Office of Sponsored Research is preferred.
- Experience with fellowship programs, ACGME, and GME.
- Familiarity with iSpace and facilities coordination.
- Ability to liaise with managers from both internal and external offices, departments, and institutions, such as Stanford Health Care clinics.

**EDUCATION & EXPERIENCE (REQUIRED):**

- Bachelor’s degree and three years of relevant experience, or combination of education and relevant experience.

**KNOWLEDGE, SKILLS AND ABILITIES (REQUIRED):**

- Demonstrated ability to prioritize own work and multitask.
- Demonstrated excellent organizational skills.
- Demonstrated ability to take initiative and ownership of projects.
- Ability to communicate effectively both orally and in writing.
- Ability to routinely and independently exercise sound judgment in making decisions.
- Demonstrated experience working independently and as part of a team.
- Relevant subject matter knowledge.
- Ability to direct the work of others, for jobs requiring supervision.

**PHYSICAL REQUIREMENTS\*:**

- Constantly perform desk-based computer tasks.
- Frequently stand/walk, sitting, grasp lightly/fine manipulation.
- Occasionally use a telephone.
- Rarely lift/carry/push/pull objects that weigh 11-20 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 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/>.

**Why Stanford is for You:**

Imagine a world without search engines or social platforms. Consider lives saved through first-ever organ transplants and research to cure illnesses. Stanford University has revolutionized the way we live and enrich the world. Supporting this mission is our diverse and dedicated 17,000 staff. We seek talent driven to impact the future of our legacy. Our culture and **unique perks** empower you with:

- Freedom to grow. We offer career development programs, tuition reimbursement, or audit a course. Join a TedTalk, film screening, or listen to a renowned author or global leader speak.
- A caring culture. We provide superb retirement plans, generous time-off, and family care resources.
- A healthier you. Climb our rock wall, or choose from hundreds of health or fitness classes at our world-class exercise facilities. We also provide excellent health care benefits.
- Discovery and fun. Stroll through historic sculptures, trails, and museums.
- Envious resources. Enjoy free commuter programs, ridesharing incentives, discounts and more.

*\*- Stanford is an equal employment opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other characteristic protected by law.*

**Additional Information**

- Schedule: Full-time
- Job Code: 4121
- Employee Status: Regular
- Grade: H
- Requisition ID: 85816