Auburn University Job Description

Job Title: Mgr, Hospital Administration
Job Code: IA01
FLSA status: Exempt

Job Summary
Manages all non-academic functions of the teaching hospital under the indirect/direct supervision of the Hospital Director including all aspects of the business, personnel, and operational activities.

Essential Functions
1. Oversees financial and personnel activities within the department and liaisons with University business offices.
2. Manages administrative functions of hospital to include (but not limited to) business office, procurement of materials and vendor services.
3. Maintains files on all donated animals to the department, processes donation forms, and distributes copies to the responsible persons in both the equine and food animal sections.
4. Provides oversight with the Office of Research and Graduate Studies to ensure department compliance with accounting of contracts and grants.

Supervisory Responsibility
Supervises others with full supervisory responsibility.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.
Auburn University Job Description

Minimum Required Education and Experience

<table>
<thead>
<tr>
<th>Education</th>
<th>Minimum</th>
<th>Focus of Education/Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Degree in Health Care Management, Business Administration, Human Resources, or related field</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Experience (yrs.)</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Experience in management and in a medical environment</td>
<td></td>
</tr>
</tbody>
</table>

Substitutions allowed for Education:
Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:
When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge
Knowledge of hospital operations to include business, personnel, maintenance, and operational activities.

Certification or Licensure Requirements
None Required.

Physical Requirements/ADA
Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, talking, hearing, .

Job occasionally requires standing, walking, reaching, stooping/kneeling/crouching/crawling, handling objects with hands, and lifting up to 25 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 1/4/2012