

Manager, Office of the Provost (grants / cost mngmnt)

To manage and administer the Office of the Provost and the Center for Genes, Environment, and Health. To work with other departments to solve problems and to develop new procedures. Responsible for the financial administration of Center grants and institutional funds, including related financial and human resource responsibilities for faculty and fellows.

Knowledge and Skills

Financial management skills, supervisory skills, computer programming and database management, high level of Microsoft Office Suite skills, excellent written and oral communication skills, ability to prioritize, high level customer service skills, project management skills. Must be able to read, write, and understand the English language. Computer skills including Microsoft Word, Excel spreadsheets and financial systems software; excellent written and oral communication skills; ability to work accurately with numbers; ability to prioritize; problem solving ability; ability to lead the work of others; ability to train others; excellent interpersonal skills, including the ability to work with faculty members, co-workers, and support staff throughout the institution.

Knowledge and Skills

Grant and cost management experience is required.

Education

Master's degree in Healthcare or Business Administration required. Other Master's degrees, such as computer sciences, considered.

Certification and Licensure

None

Work Experience

A minimum of two (2) years administrative and supervisory experience required. Academic or healthcare environment preferred.

- or - Any equivalent combination of Education and/or Experience

Important Notes

A cornerstone in the Denver healthcare community, National Jewish Health is a non-profit, non-sectarian institution.

National Jewish Health is an Affirmative Action/Equal Opportunity Employer, and we are committed to hiring a diverse and talented workforce. EOE/AA/M/F/Disabled/Vet/Tobacco Free Campus. For consideration, please complete an application online at <http://www.njccareers.org>.

Benefits

National Jewish offers a complete benefits package to eligible employees including: Medical, Dental and Vision Coverage; 403(b) Retirement Plan; Flexible Spending Accounts; Life Insurance; Long-Term Disability Coverage; Long-Term Care Coverage; Employee Assistance Program; Tuition Reimbursement (after 6 months of employment); Legal Plan; Free Parking