

**Xavier University
Administrative Director
McGrath Health and Wellness Center**

Xavier University is seeking applications for the position of Administrative Director of the McGrath Health and Wellness Center (MHWC). The Administrative Director is responsible for providing overall strategic leadership, as well as operational planning for the MHWC. The position reports to the Dean of Students and supervises a staff of 14 including the Medical Director, the Director of Counseling Services, the Director of Psychological Services, and the Assistant Director for Wellness and Health Promotion.

Responsibilities include, but are not limited to: establish long and short-range goals and objectives for the MHWC; provide oversight of all budgetary lines for the MHWC; contribute to the university and departmental missions through advancing shared leadership and collaboration; participate in organizational and University committees; provide leadership within the Division of Student Life and Leadership, and promote the physical and mental health of the campus community. Perform other duties and special projects as requested.

Qualifications: master's degree, doctorate preferred, in clinical or administrative health discipline such as medicine, nursing, public health, health administration, psychology, social work, clinical counseling, or related field; ten years of progressive experience in college/university health care administration; demonstrated experience in supervision and successful managerial and leadership abilities and experience; commitment to a student-centered educational philosophy with knowledge and an understanding of traditional age (18-22), non-traditional, and graduate students, their concerns, and of the current and changing trends for those student populations; an investment in graduate training and education; clinical experience providing direct quality patient care; record of leadership and management in a higher education setting; demonstrated experience managing a comprehensive budget associated with health care administration; demonstrated experience in the use of technology in a college/university health care setting including computerized, integrated software applications for health care practice, management, and electronic medical record documentation; outstanding verbal, written, and interpersonal communication skills; ability to communicate clearly and effectively with staff, faculty, campus leadership, students, and other campus constituencies; demonstrated skill in administering student health insurance programs; ability to relate and interact with ethnically and socially diverse populations; demonstrated working knowledge of university research methodologies in college/university health care; and commitment to and involvement with appropriate professional organizations and professional development opportunities for self and staff.

To ensure consideration, applications must be submitted by Friday, **August 21, 2009**. Interested/qualified applicants must submit a cover letter, resume, and names and phone numbers of three professional references to: Ms. Connie Perme, Xavier University, Human Resources, 3800 Victory Parkway, Cincinnati, OH 45207-7000 or email hr@xavier.edu.

EO/AAE