



AME UNIVERSITY

Pursuit of Excellence

VACANCY ANNOUNCEMENT

Position Title: **Clinic Administrator/Registrar**
Division: Academic Support Services
Reports To: Vice President for Academic Support Services
Closing Date: Until filled
Submit To: jobs@ame.edu.lr or Drop off CV and Cover letter to
Human Resources Office, 34 Camp Johnson Road, Monrovia, Liberia

Position Requirements:

The successful candidate shall possess a Bachelor's Degree (Master's Degree is desirable) in administration, business, personnel management or related field with an established record of minimum 3 years supervisory experience that will qualify him or her for the position of Clinic Administrator. The Clinic Administrator provides administrative direction and coordination of the Clinic. S/he establishes schedules, task assignments and allocation of manpower, space and equipment to ensure conformance with overall Clinic objectives. This involves working with a varying amount of employees and patients, and implementing new technology. He/She will be responsible for not only managing the clinic's financial budget, which includes spending accounts and rates for services, but also developing the budget for approval. He/She may be responsible for securing funding for the clinic as well, supervision of staffs, and scheduling staff members and working with the clinic's board are also part of the job.

Position Responsibilities:

- Provide leadership, oversight and effective supervision for the clinic.
- Develop and apply clinical policies to enhance operations.
- Coordinate budget requests, monitors, verifies and reconciles expenditure of budgeted funds.
- Represent the Clinic at various meetings and functions as required
- Support all other divisions and departments in advancing the University mission
- Oversee the activities of the Clinical Team and ensures that the appointment, report and audit functions are effectively carried out.

In addition to these, the success candidate will also deputize temporarily as the Registrar and will be required to:

- Ask patients basic questions to obtain information about their health, and other vital data necessary for clinical registration. This includes obtaining signatures from patients on forms (when applicable).
- Observe and maintain patient confidentiality at all times.
- Enter patient data into digital systems and schedule appointments

- Answer phones, and perform other general clerical duties.
- Take stock of and order office supplies as necessary and maintain inventory.
- Verify insurance companies' forms and I.D. Cards or call insurance companies to verify patient insurance information.
- Conduct other duties as assigned by the Vice President for Academic Services and the Medical Doctor on call.