AUBURN
Human Resources

Hospital Administrator, Vet Med

Job Description

JOB INFORMATION

Job Code	IA20
Job Description Title	Hospital Administrator, Vet Med
Pay Grade	FO16
Range Minimum	$126,740
33rd %	$168,980
Range Midpoint	$190,110
67th %	$211,230
Range Maximum	$253,470
Exemption Status	Exempt
Organizational use restricted to the following divisions	139 College of Veterinary Medicine
Approved Date:	2/2/2026 4:14:14 PM

JOB FAMILY AND FUNCTION

Job Family:	Financial & Business Operations
Job Function:	Business Administration

JOB SUMMARY

Provides leadership and oversight for the daily operations of the Veterinary Teaching Hospital (VTH), with a focus on operational efficiency, high-quality client and referral services, and overall financial performance. The role manages key financial and personnel functions for a workforce of nearly 350 employees. It also works closely with hospital supervisors to ensure effective operations, strong communication, and a positive, high-morale work environment.

RESPONSIBILITIES

- Provides administrative oversight of daily operations within the Veterinary Teaching Hospital (VTH), ensuring high standards of efficiency, profitability, client service, and referral support. Leads ongoing efforts to drive operational excellence and continuous improvement.
- Collaborates with the Associate Dean of Clinical Affairs to develop, implement, and maintain policies and operational practices that promote an efficient, financially sustainable, and positive environment for patients, clients, and employees.
- Directly supervises three directors and ten managers/supervisors, who collectively oversee approximately 300 full-time staff, TES personnel, and student employees.
- Works closely with the Associate Dean for Clinical Affairs and the leadership team to establish strategic and operational priorities for the organization. Develops annual operating plans and objectives for assigned areas to support institutional goals.
- Builds and sustains high-performing teams by recruiting skilled talent, fostering effective onboarding, and supporting employee development and retention. Evaluates organizational structure and staffing levels and provides recommendations to the Associate Dean of Clinical Affairs to ensure alignment with current and future operational needs.
- Maintains strong visibility and accessibility across the hospital by conducting rounds, leading staff meetings, and implementing employee engagement initiatives.
- Monitors financial performance to ensure achievement of budgeted volumes, revenue targets, and expense management goals.
- Partners with the Facilities Manager, in consultation with the Associate Dean of Clinical Affairs, to oversee facility maintenance, renovations, space utilization, and the accuracy of space inventory.
- Oversees procurement, receiving, storage, and distribution processes for all non-pharmaceutical supplies across VTH units.
- Serves as a member of the senior VTH/Clinical Sciences management team and participates in internal and external advisory committees.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Supervises others with full supervisory responsibility.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Degree in Health Care Management, Business Administration, Human Resources, or related field.	and	7 years of	Experience in human or veterinary hospital health care administration to include fiscal management, budgeting, cost accounting, and personnel management. Must include at least 2 years' experience supervising full-time staff. Previous experience in an academic teaching heath care environment is highly desirable.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Advanced knowledge of hospital operations, including business functions, personnel management, facilities maintenance, and day-to-day operational workflows.	
Strong attention to detail with the ability to understand and manage the nuances of complex, multi-unit hospital operations.	
Effective communication skills for engaging with diverse groups such as faculty, staff, clients, and external partners.	
Excellent oral and written communication abilities, along with strong organizational and interpersonal skills.	
Proficiency in the Microsoft Office Suite, with advanced skills in Excel.	
Demonstrated ability to lead organizational change, motivate teams, mentor staff, and enhance overall performance.	
Proven commitment to respectful, compassionate interactions with clients and their animals.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Financial History Check

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking				X		
Sitting				X		
Lifting			X			10 lbs
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching			X			
Talking					X	
Hearing					X	
Repetitive Motions			X			
Eye/Hand/Foot Coordination			X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold			X		
Extreme heat			X		
Humidity			X		
Wet			X		
Noise			X		
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

Vision Requirements:

Ability to see information in print and/or electronically.