

The Mount Sinai Medical Center is a premier 1,171 bed tertiary-care facility internationally acclaimed for excellence in clinical care, education and scientific research. We are ranked #16 in the nation by *U.S. News and World Report's* "Best Hospitals 2011-12" and have been named to the prestigious Honor Roll.

### **Administrative Director, Ruttenberg Treatment Center**

At the Ruttenberg Treatment Center, we provide comprehensive, holistic outpatient services for adult oncology and hematology patients, to assist in our efforts, we are currently seeking an Administrative Director. In this highly visible role, you will manage the business and operational activities of the Ruttenberg Treatment Center; establish short- and long-term goals and objectives for the Cancer Center; oversee all recruitment and related staffing/payroll responsibilities; and assure compliance with all regulatory, insurance and ethical standards and practices. We will look to you to plan the department budget, analyzing short- and long-term program plans, assure financial plans are created for efficient departmental operation, and implement/oversee quality assurance programs.

The qualified candidate will possess a Master's degree, along with seven years of experience in the healthcare field.

We offer a competitive salary and comprehensive benefits. Please email your resume to: **David.Roberts@mountsinai.org**. Visit our website at [www.mountsinai.org/careers](http://www.mountsinai.org/careers).

Mount Sinai Medical Center is an equal opportunity/affirmative action employer. We recognize the power and importance of a diverse employee population and strongly encourage applicants with various experiences and backgrounds.

Mount Sinai Medical Center - An EEO/AA-D/V Employer.