

ASSISTANT BUSINESS MANAGER

Under the direction of the Senior Business Operations Manager and in accordance with the Louisiana Department of Health (LDH) contract for the STD/HIV/Hepatitis Program, the incumbent will work in consultation with the LDH STD/HIV/Hepatitis Program Director, LDH Financial Operations Manager, Administrative Manager, LDH, and SHHP Program Managers. The incumbent is responsible for providing administrative and financial support to the STD/HIV/Hepatitis Program. This includes financial management, personnel administration/management, and purchasing. The incumbent is responsible for implementing and adhering to all relevant rules, regulations and policies of the University and the State as they relate to the administration and financial operations of the programs and projects. This position is eligible for remote work per Chancellor's Memorandum-73 and School of Public Health Policies.

Qualifications

Required:

- Bachelor's degree in Business, Accounting, Finance, Public Health Administration, or related field.
- Minimum of One year of related professional level experience.
- Bachelor's Degree in another discipline will be considered with an additional 2 years of relevant experience.
- Master's Degree in a business related field will substitute for the professional level experience.

Preferred:

- Experience in an institution of higher education. Experience in working at a state agency..

Applicant Instructions

- Please submit a cover letter and resume documenting start and end dates for qualification verification to: <https://lsuhsc.peopleadmin.com/postings/15470>
- **Month and Year** of employment are needed on the resume. Please provide to prevent delays in the review and/or need to request additional information.

Closing Date: **Open Until Filled**

LSU Health New Orleans is committed to leveraging diversity as an educational resource and an institutional core value. We seek candidates who will contribute to a climate where students, faculty, and staff of all identities and backgrounds have equitable access and success opportunities. As an equal opportunity, affirmative action employer, we welcome all to apply without regard to race, color, religion, age, sex, national origin, physical or mental disability, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.