JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Graduate Medical Education Director

Job Code: 6033

Salary Grade: S11

FLSA Status: Exempt

Job Family: Organizational Administration

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Job Responsibilities

Responsible for graduate medical education program planning, administration, program advising and coordination as well as participating in the funding and budget process; ensures contracts and agreements with affiliated hospitals are reviewed and current; develops policies and procedures related to the program; supervises assigned staff.

- Oversees daily operations, establishes priorities, allocates resources, and ensures efficient and effective delivery of services.
- Supervises staff, assigns work, monitors performance, and provides direction to support operational goals.
- Maintains accurate records, databases, and tracking systems required for operational and organizational activities.
- Monitors compliance with applicable accreditation, regulatory, and institutional requirements.
- Coordinates preparation for and follow-up to accreditation reviews, audits, and internal assessments.
- Identifies compliance issues, coordinates corrective actions, and monitors progress toward resolution.
- Ensures required personnel credentials, licenses, documentation, and eligibility standards are maintained.
- Advises program leaders and administrators on operational, regulatory, and personnel requirements.
- Coordinates activities and information among internal departments, external organizations, and other stakeholders.
- Develops, reviews, and updates policies, procedures, and administrative processes to align with applicable requirements and organizational needs.
- Implements approved policy and process changes and monitors their effectiveness.
- Coordinates annual position and resource planning with organizational leadership and external partners.
- Ensures the accuracy of budgeted positions and related financial information.
- Manages contracts and agreements with external organizations, including review, maintenance, and renewal.
- Performs other duties as assigned

Minimum Requirements

Education:

- Bachelor's Degree

Experience:

- 60 months experience in program administration, management, or coordination

Required Certifications or Licenses:

- None

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Knowledge of program administration, accreditation, regulatory, and institutional requirements.
- Knowledge of budgeting, resource planning, personnel administration, contracts, and policy development.
- Skill in planning, organizing, coordinating, and managing complex programs and priorities.
- Skill in analyzing information, resolving problems, and implementing effective solutions.
- Skill in advising program leaders and collaborating with internal and external stakeholders.
- Skill in supervising, directing, and evaluating staff.
- Ability to exercise independent judgment, make sound decisions, and manage competing priorities.
- Ability to develop, implement, and evaluate policies, procedures, and process improvements.
- Ability to communicate complex information clearly and maintain effective working relationships.

Working Conditions

- Work is primarily performed in an office and professional environment with frequent interaction with faculty, staff, administrators, and external stakeholders.
- Requires prolonged periods of sitting, computer use, and attention to detail.
- May require occasional travel, extended hours, or schedule adjustments to meet program, operational, or organizational needs.

Printed Date: 11/23/2026