# Faculty Compensation Consultant – Position Description

## Position Purpose

## Collaborate with Institutional, Practice, and Department Administration to implement and maintain consistent, accurate and timely faculty and physician compensation consultation. Provide advanced analysis of data impacting compensation trends and performance. Develop presentations and creative graphical representations for executive management. Work collaboratively with multiple leadership structures throughout the organization.

## Duties and Responsibilities

* Provide analytical and project support for internal processes and projects associated with faculty and physician compensation management and fair market value assessments. Provide benchmark compensation and productivity data to facilitate faculty and physician actions, such as new hire market assessments, promotional increases etc.
* Collaborate with Office of Faculty Affairs to stay current on hiring trends and market sensitive positions as well as to ensure consistency between the administration of compensation, fair market value analysis and related regulatory obligations, and institutional policies and procedures.
* Provide advanced analysis, particularly as it relates to: 1) Department-specific and physician-specific compensation practice plan design and development, 2) institution-wide faculty fair market value assessment, 3) productivity and benchmark analysis.
* Maintain faculty compensation database library and related tools and reporting services. Interface with Data Warehouse team on data collection to support research, problem resolution, and planning facilitation.
* Researches, collects, analyzes, and prepares recommendations in the analysis of data for compensation decision making purposes - surveys, reports, graphs, comparisons, position evaluation, fair market value range analysis etc. Provide insightful analysis and design creative visual displays of information that “tells the story” appropriate for reporting to senior level executives and management.
* Work with Data Warehouse team to aggregate data as needed to create high performance reports, scorecards and dashboards. Ensure ongoing data integrity from reporting systems. Responsible for testing after system modifications, patches, and upgrades. Develop ad-hoc datasets needed for analysis-based business requests using available tools and technologies.

## Knowledge, Skills and Abilities

* Expert level Excel knowledge base and experience. Second nature fluency in pivot tables, external data connections, OLAP cubes, graphing capabilities, etc. Advanced skillset with other MS Office Applications
* Foster trusted relationships with Department faculty and administrative leadership. Understand role is to promote success of Department operations while maintaining integrity to regulatory, policy and procedural considerations
* Can maneuver through complex political situations effectively and quietly. Is sensitive to how people and organizations function. Anticipates where the land mines are and plans approach accordingly.
* Understanding of accounting and/or financial processes
* Independent management skills – motivated, driven, and able to function independently.
* Possess the ability to create and document a conceptual and detailed design, and document the business logic used for reporting, including use of analytical techniques

## Position Requirements

Education: Bachelor’s degree

Experience: 5+ years of relevant experience

FLSA: Exempt