



JOB DESCRIPTION
MASA Healthcare Consulting & Training Services

Position Title: Hospital Administration Consultant

Date reviewed: 08/30/09

Company: MASA Healthcare Co.

Division: US/International Consulting Programs

Location: As Assigned

Reports To: President of Consulting & Training Services

Summary:

Hospital Administration Consultant, in Healthcare, provides MASA Healthcare’s clients in the U.S. and internationally with the expertise needed to solve their hospital management problems quickly and help with their organizational development. Hospital Management Consultants may also engage in conducting seminars in Hospital Management & Organizational development, mainly on the international level. Hospital Administration Consultant’s work requires creativity, self- discipline, and the ability to set and meet goals. It also requires integrating these goals into the client’s culture. Hospital Administration Consultant should be able to conduct oral presentations and give public speeches.

Supervisory Responsibilities:

Not Applicable

Essential Responsibilities:

Time%

- 30% 1. Conducting consulting services
- 30% 2. Conduct training & seminars
- 35% 3. Communicate with MASA’s clients and MASA’s regional offices overseas to identify their needs
- 5% 4. Contribute to the company’s mission of social responsibility

Additional Responsibilities:

Contribute to department’s continuous quality improvement and productivity by offering suggestions for effectiveness and efficiency.

Education:

- 1. Master’s in healthcare management, business administration, planning, medical services, or related field.
- 2. Second language and international educational experience are preferred.

Experience:

Marketing, international business, management, finances, planning, or healthcare experiences are preferred.

Knowledge, Skills, Abilities and Other Characteristics Required:

- Be able to interact in team environment setting
- Basic understanding of the world culture
- Interact with MASA’s training program to conduct effective seminars
- Communicate with clients to provide the appropriate consulting solutions
- Communicate effectively with employees, clients and internal office staff.
- be able to manage job-related stress

Job Context:

Office environment is the typical working setting. National and international travel may be required.

Consultant Signature / Date

Manager Signature / Date

SOCIALLY RESPONSIBLE HEALTHCARE