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# Example of Staff Services Manager Job Description

Our innovative and growing company is looking to fill the role of staff services manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for staff services manager

* Work with the Financial Services Product Managers on the development of enhanced instructor evaluation techniques, including on-site audits
* Analyze division classroom profitability (frequency/location) with the Financial Services Product Directors
* Assist Classroom Operations as required in the scheduling of classroom delivery and instructor assignment and allocation
* Validate payroll approval for all part-time instructors
* Address all classroom instructor issues with reporting to the Financial Services Product Directors (and Human Resources, where needed)
* The Manager of Medical Staff Services handles the overall functions of the medical staff services department, which involves acting as the liaison to the medical staff and its officers, hospital leadership and external stakeholders
* The manager of Medical Staff Services handles compliance and adherence to all medical staff sections of the Healthcare Facilities Accreditation Program, hospital administrative and state and federal regulatory issues
* The manager will provide recruitment, coaching, development, supervision, evaluation and disciplinary functions of medical staff services employees
* The manager will oversee the credentialing/privileging and reappointment processes of the medical staff and allied health practitioners
* Assistant with line authority to the unit Nurse Manager, providing leadership and direction to the nursing staff

## Qualifications for staff services manager

* Position requires ability to meet deadlines and supervise an array of professional/staff levels and interface with numerous external groups, , physicians, employees, and regulatory agencies
* Certified Professional Medical Staff Manager
* Bachelor's Degree in a healthcare-related field, or a combination of education and management experience deemed equivalent
* Ability to perform efficiently and competently
* 7-10 years of experience in supporting large, complex, IP-based Service Provider networks as a Services Manager
* Must be proficient with Microsoft Office and have strong data analysis and presentation skills (Excel & PowerPoint)