

POSITION PROFILE

SUNY Upstate Medical University
Chief of Staff



UPSTATE
MEDICAL UNIVERSITY

THE ORGANIZATION



SUNY UPSTATE MEDICAL UNIVERSITY

SUNY Upstate Medical University in Syracuse, NY, is the only academic medical center in Central New York. It is also the region's largest employer with a workforce of more than 11,000 employees. Beyond the main campus, Upstate provides clinical care through satellite sites and the use of telemedicine to meet the care needs of rural communities across the Central New York region.

Affiliated with the State University of New York, Upstate's mission is to improve the

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health of the community through education, biomedical research and health care. Upstate Medical University's educational mission is anchored by its four colleges—Medicine, Nursing, Health Professions and Graduate Studies (biomedical sciences). Since 2006, student enrollment has grown by 30% as Upstate responds to the needs of the region.

As a biomedical research enterprise, Upstate focuses on the most prevalent human diseases, including cancer, diabetes, heart disease, nervous system disorders, vision, and infectious diseases. The quest for treatments and cures is built upon expertise in structural, molecular and systems biology. Upstate also offers many clinical trials for patients.

The Upstate University Health System serves 1.8 million people, often the most seriously ill and injured, and includes Upstate University Hospital; Upstate University Hospital at Community Campus; Upstate Golisano Children's Hospital, and numerous satellite sites.

SUNY Upstate Medical University traces its origins to 1834 with the opening of one of the nation's first medical schools in Geneva, NY. Geneva Medical College was the first American medical school to award an MD degree to a woman, Dr. Elizabeth Blackwell, in 1849. Syracuse University took over the Geneva Medical College in 1871 and renamed it the College of Medicine at Syracuse University. Dr. Sarah Loguen Fraser graduated from the Syracuse University College of Medicine in 1876, becoming the fourth African American woman in the United States to receive an MD degree. In 1936, President Franklin D. Roosevelt laid the cornerstone of Weiskotten Hall, now the main biomedical sciences building and the home of the Colleges of Medicine and Graduate Studies. In 1950, the State University of New York bought the College of Medicine from Syracuse University and soon after named the new institution the SUNY Upstate Medical Center. The university expanded to include four colleges: Medicine, Graduate Studies, Nursing, and Health Professions.

After a name change to SUNY Health Science Center at Syracuse in the mid -1980s, the institution returned to the familiar name SUNY Upstate, but emphasizing its university structure, to become SUNY Upstate Medical University in 2000. In December 2021, the College of Medicine was renamed the Alan and Marlene Norton College of Medicine at Upstate Medical University, in recognition of a generous estate gift provided by Dr. and Ms. Norton. The College has an inspiring vision: Norton College of Medicine and its graduates will transform and improve healthcare for all by combining medical science inquiry, research and innovation, dedication to social justice, and compassionate care.

Today, SUNY Upstate Medical University is one of four academic medical centers of the State University of New York. SUNY Upstate has an annual budget of more than \$2.5B. More than 11,000 people work at SUNY Upstate, which is the largest employer in Central New York. Each year, SUNY Upstate educates nearly 1,600 students in more than 30 highly specialized upper division and graduate programs (including the Colleges of Medicine, Nursing, Graduate Studies, and Health Professions) and provides graduate medical education to approximately 700 residents and fellows.

As a clinical system, SUNY Upstate sees patients at its two hospital campuses and through an extensive network of outpatient sites. There are 19 clinical departments, five basic science departments, and two academic departments. SUNY Upstate conducts over \$40 million in annual funded research dedicated to improving human health.



THE STATE UNIVERSITY OF NEW YORK (SUNY)

SYSTEM OVERVIEW

Upstate Medical University is part of The State University of New York (SUNY), the largest comprehensive system of public higher education in the United States, with 64 campuses spread across the state, including research universities, academic medical centers, liberal arts colleges, community colleges, colleges of technology, and an online learning network. Ninety-three percent of New Yorkers live within 15 miles of a SUNY campus, and nearly 100 percent live within 30 miles. With over 7,000 degree and certificate programs, SUNY serves nearly 1.3 million students in credit-bearing courses and programs, and another 2.5 million through continuing education and community outreach programs. SUNY students and faculty across the state make significant contributions to research and discovery, resulting in \$921M of externally sponsored activity each year. SUNY's campuses are amongst the state's largest employers, with over 85,000 employees, and the University contributes approximately \$30 billion to the New York State economy annually. Nearly three million SUNY alumni are located around the globe, each making their own unique impact.

SUNY is committed to being a major driver of academic excellence and economic revitalization in New York State. SUNY partners with initiatives of the Governor's office, such as START-UP NY, an innovative policy initiative which allows for the establishment of tax-free zones on or near SUNY campuses. These zones support the development of start-up companies, attract new businesses, and help advance the academic mission of SUNY institutions.

SUNY Health encompasses four academic health centers, five hospitals, four medical schools, two dental schools, the state's only college of optometry, and 25 other campuses dedicated to health professions and services. Together, SUNY Health graduates more than 10,000 health professionals every year, including one of every three medical school graduates, one of every three nursing graduates, and one of every five dentists in the state. Collectively, SUNY Health serves more than 1.3 million patients a year and produces groundbreaking biomedical and health sciences research and innovation. SUNY Health plays a critical role in creating the future of healthcare and medicine in New York State, across the country, and around the world.





UPSTATE UNIVERSITY HOSPITAL

HOSPITAL OVERVIEW

Upstate University Hospital in Syracuse is part of SUNY Upstate Medical University, the only academic medical center in Central New York. Academic medical centers are built around medical schools and research missions. As a medical enterprise, SUNY Upstate serves 1.8 million people, covering one-third of the state's land mass. University Hospital in Syracuse is the hub of SUNY Upstate's clinical activities. Approximately half of the 11,000+ employee workforce is connected to patient care.

Upstate University Hospital has two campuses: the main hospital downtown and its Community Campus on the west side of Syracuse. The Upstate Golisano Children's Hospital is the signature piece of the downtown hospital's East Tower and offers a full spectrum of primary and specialized medical care for pediatric patients. Upstate also has a dedicated cancer center and a network of outpatient clinical sites, both adjacent to campus and throughout the region. Recent projects include a new outpatient facility in the western suburbs that opened in 2019, a new building on the downtown campus that opened in 2023 and is dedicated to primary care services, and a new outpatient center in the eastern suburbs that opened in 2023.

Upstate University Hospital has 735 licensed inpatient beds, nearly 80 hospital-based specialty clinics, and nearly 50 medical residency programs with approximately 600 residents and fellows. It is a Level-I trauma center and offers the Golisano Children's Hospital, the region's only children's hospital and the only Pediatric ICU and Emergency Department. Upstate University Hospital's centers of excellence include leading programs in trauma care, stroke, burn care, hip and knee replacement, diabetes, epilepsy, Alzheimer's disease, and Lupus, Autoimmunity, Inflammation, and Immune Health.



Key Statistics

Upstate University Hospital

Total Outpatient Encounters (2022): **1,048,733**

Peds: **193,553**

Adult: **855,180**

Outpatient OR Cases: **8,931**

Total Inpatient admissions (2022): **25,943**

Peds: **4,512**

Adult: **21,431**

Inpatient OR Cases: **8,734**

Total Emergency visits (2022): **109,414**

Peds: **31,737**

Adult: **77,677**

The Community

Syracuse, New York

The City of Syracuse, with a population of 148,620 (2020 census), is the county seat of Onondaga County which, together with surrounding communities, has a metropolitan area population of 662,057 (2020 census). Syracuse is the economic and educational hub of Central New York, a region with over one million inhabitants.

The city has functioned as a major crossroads over the last two centuries, first between the Erie Canal and its branch canals, then of the railway network. Today, Syracuse is located at the intersection of Interstates 81 and 90. Its airport, Syracuse Hancock International Airport, is the largest in the region and is served by several major air carriers that provide non-stop service to over 25 major cities across

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the US. Syracuse is also home to Syracuse University, a top-tier R1 research university located adjacent to the campus of SUNY Upstate on University Hill.

Cultural activities include the Syracuse Opera, Syracuse Stage, touring Broadway shows, the Skaneateles Music Festival, the Everson Museum, Friends of Chamber Music Series, the Gifford Author Series, and activities at nearby colleges and universities. Sporting events abound with Syracuse University, Le Moyne College, the Syracuse Mets, a triple A baseball farm team for the NY Mets, and the Syracuse Crunch, an American Hockey League team which is the minor league affiliate of the World Champion Tampa Bay Lightning.

Recreational attractions for Central New York include the Finger Lakes, Lake Ontario, the Thousand Islands, and the Adirondack Mountains, all within an hour's drive from the city. These areas offer unique opportunities for camping, swimming, boating, fishing, hunting, and biking. Many state parks and smaller lakes are close to Syracuse, and there are numerous golf courses.

Central New York is a haven for enthusiasts of winter as well as summer sports. Downhill and cross-country skiing and night skiing areas are within easy driving distance. Skating, tobogganing, snowmobiling, ice fishing, and ice boating are also popular. Syracuse is within a 4½-hour drive of New York City, Philadelphia, Ottawa, Toronto, and Montreal, and less than a day's drive from Washington DC, Baltimore, Boston, Cleveland, Vermont, New Hampshire, Connecticut, and Maine.



In addition to summer and winter outdoor sporting attractions, Syracuse is notable for its proximity to New York's Finger Lakes Wine District, which is famous for its wineries and for aviation attractions, auto racing (Watkins Glen International), cultural centers and museums, and numerous farms and markets. The overall quality of life in the Syracuse area is exceptional. The cost of living in the area is low and housing is affordable. Commuting from suburban residential communities is easily managed. Downtown living provides easy access to many excellent restaurants and cultural attractions.

Driving time from rural areas and the countryside is less than thirty minutes. The presence of many premier, nationally known colleges and universities across Upstate New York contributes to the vitality of the region. Scientific interactions, conferences, and study groups occur throughout the region. Public schools, in a community that is culturally and ethnically diverse, are rated as excellent, and there are exceptional private and parochial schools.

Diversity at SUNY Upstate Medical University



SUNY Upstate Medical University's Office of Diversity, Equity, and Inclusion is committed to the principles of equal employment opportunity, affirmative action, diversity, inclusion, and belonging. Our mission is to ensure a campus environment that respects and values the diversity of all who work, learn and receive care here.

Upstate has a long history of inclusion in which we celebrate and pay tribute to Dr. Elizabeth Blackwell as the first woman to receive an M.D. degree from an American medical school, and to Dr. Sarah Loguen

Fraser, who grew up in Syracuse and went on to become one of the nation's first African American women physicians.

In today's world, we recognize that a diverse and inclusive workforce challenges us to think and behave in different and creative ways, and brings out the best in everyone as we work together to achieve our mission of providing excellent education, research, healthcare and outreach.

We are working hard to ensure that our workplace is diverse and inclusive, one that is welcoming of new ideas, different backgrounds, perspectives, talents and abilities—one that treats all with dignity and respect and embraces diversity.





*Dr. Mantosh Dewan,
President of Upstate Medical
University*

Dr. Dewan currently serves as president of Upstate Medical University. He is a SUNY Distinguished Service Professor in the Department of Psychiatry. He is former chair of the department and has also served as director of Undergraduate Education and director of Residency Training. He was interim dean of the College of Medicine.

Throughout his career, which began at Upstate Medical in 1979 as an Assistant Professor of Psychiatry, he has written 35 books and book chapters and 75 papers, and given hundreds of presentations on topics that range from brain imaging and economics of mental health care to psychotherapy and medical education. His work has been funded by grants from the National Institute of Mental Health and the Health Resources and Services Administration.

Dr. Dewan has an active clinical practice and is listed in The Best Doctors in America. He is a Distinguished Life Fellow of the American Psychiatric Association and has received the Scientific Achievement Award from the Indo-American Psychiatrists Association, the Exemplary Psychiatrist Award from the National Alliance for the Mentally Ill, the 2010 George Tarjan Award from the American Psychiatric Association, and designated an "Exemplary Chair" by SUNY in 2011.

He holds a doctor of medicine from University of Bombay (currently Mumbai University). Dr. Dewan conducted his residency at University Hospital, SUNY Health Science Center in Syracuse.



REPORTING RELATIONSHIP

The Chief of Staff is an integral member of the President's Office and Cabinet, reporting directly to the President.

THE OPPORTUNITY

[SUNY Upstate Medical University](#) is seeking an experienced executive to serve as Chief of Staff.

The Chief of Staff provides leadership and operational oversight to the President's Office. Under direction of the President, the Chief of Staff serves as a liaison between the President and internal and external groups; plans meetings and takes the lead on projects, oversees special events, and is responsible for significant communication with campus constituents and key stakeholders at the highest levels. Ideally, the finalist will bring significant experience within at least one of the following areas: Government Relations, Public Relations, and/or Marketing.

LOCATION

Syracuse, New York

THE ROLE

KEY RESPONSIBILITIES

Direct Support:

- Work with administrative staff in the President's Office to manage incoming requests, concerns and issues; and assessing when and if the President needs to be involved or consulted.
- Coordinate, oversee, and manage the flow of incoming and outgoing communications from the office; and communicates on behalf of the President where appropriate.
- Function as confidential sounding board and close advisor to the President.



- Ensure the President is apprised of and aware of all issues and factors to make informed decisions; conduct research, gather information, recommend actions, and provide advice to the President on complicated, sensitive, and confidential issues.
- Prioritize requests made to the President for engagement, attendance, presentations, and participation in events and meetings; effectively manages the President's time.
- Attends meetings with or on behalf of the President to record, document, and maintain a record of essential elements of such meeting; ensure appropriate follow up.
- Pro- actively engages the campus community and advises the President on issues that need to become topics of review, and/or need intervention.
- Intervene as necessary to solve problems in a pro-active and positive manner, ensuring collaboration and consultation with relevant stakeholders/departments, internal and external, as well as ensuring adherence to policies and procedures of the University.
- Reviews and edits documents and correspondence drafted by others for the President's signature; composes, edits, and proofreads a wide variety of materials required by the president to include presentations, high-level communications, correspondences, and speeches.
- Safeguards the confidentiality of the institution and exercises appropriate discretion in handling matters, records, and information of a confidential nature.

Strategic Planning:

- Collaborates with the President, and other members of the University Executive Council (UEC), in identifying strategic opportunities for the university and in developing and implementing key initiatives and priorities.
- At the direction of the President, partners with members of the University community to advance key projects and initiatives covering a broad range of areas.
- Provides guidance and support for the planning, development, and implementation of various initiatives; oversees and tracks initiatives to ensure progress in meeting these initiatives.
- Identifies, implements and tracks relevant metrics to inform and advise the President on progress towards strategic initiatives, and overall success of the University.

Hiring and Management:

- Supervises and provides direction and leadership to the Executive Assistant to the President; coordinate and evaluate the work of clerical and/or other administrative personnel assigned to the President's office.
- Leads hiring process for roles reporting to the President.



Other:

- Performs other job-related duties and special projects as assigned including serving on the campus committee.

THE CANDIDATE

EDUCATION / CERTIFICATIONS/QUALIFICATIONS

- Advanced degree and a minimum of seven years of related professional work experience in a similar position. Proven ability to work effectively using sound judgement, confidentiality, and discretion in decision making.

SKILLS, KNOWLEDGE, AND EXPERIENCE

- Strong interpersonal skills, including the ability to listen to alternative points of view and develop solutions to problems that are in the best long-term interest of the University
- Excellent analytical, writing, and verbal communication skills
- Knowledge of academic and administrative programs and higher education organizational structures and current issues
- Ability to interact effectively and work collegially and respectfully with diverse perspectives and personalities as an individual and as a team member.
- Ability to exercise diplomacy and good judgment and discretion which includes maintaining effective working relationships with high-ranking campus administrators, community leaders, and the public, an awareness of the President's priorities at all times.
- Ability to manage multiple assignments, including the President's calendar of events; prioritize and set deadlines, complete projects on schedule; identify appropriate applications of a wide variety of complex written policies and procedures.
- Knowledge of the State University of New York System, university policies and procedures, governing regulations and executive orders is preferred but not required.



APPLICATION INFORMATION

Review of candidate materials will begin immediately and the ability to apply or nominate will continue until the position has been filled. The application information can be found at: caldwell.thriveapp.ly/job/1137. Applications should include a cover letter, resume, and the University's self-identification form.

The University has retained Caldwell Partners, a national executive search firm, to assist with this search. Please email confidential inquiries, nominations, or referrals to: SUNYCOS@Caldwell.com.

EEO STATEMENT

SUNY Upstate Medical University (SUNY Upstate) does not discriminate on the basis of race, sex, sexual orientation, color, religion, age, national origin, disability, marital status, or status as a disabled veteran or veteran of the Vietnam Era in the recruitment and employment of faculty and staff, in the recruitment of students, or in the operation of any of its programs or activities, as specified by law.

[SUNY Upstate's Nondiscrimination and Equal Opportunity Policy](#)



CALDWELL CONTACTS

Our goal is to ensure you have a positive experience with our client, the SUNY Upstate Medical University Office of the President, as well as with our Caldwell team. Should you have any questions during this process, please feel free to contact us at SUNYCOS@Caldwell.com or at any of the emails below:

KRISTIN HEBERT

Managing Partner

o: +1 415 983 7733

m: +1 415 699 4460

khebert@caldwell.com

STEVEN PRICE

Partner

o: +1 214 765 7845

m: +1 404 886 4959

sprice@caldwell.com

CLAIRE MEYERS

Consultant

o: +1 415 412 7736

cmeyers@caldwell.com

KATHY FRY

Project Coordinator

o: +1 415 983 7722

m: +1 510 853 2822

kfry@caldwell.com

JAN CHRISTENSEN

Project Coordinator

o: +1 310 402 5703

m: +1 818 370 1348

jchristensen@caldwell.com

www.caldwellpartners.com

