



## APPLY ONLINE

### Position Summary

#### CIBMTR Communications Specialist

##### Purpose

Under general supervision, this position coordinates the day-to-day administrative activities of the Center for International Blood and Marrow Transplant Research (CIBMTR) Communications team. The communications specialist plans, organizes, writes, edits, produces and distributes a variety of internal and external communications including newsletters, brochures, reports and other internal and external communication materials both independently and working with the Communications Consultant. This role advances the CIBMTR mission and accomplishments through a variety of internal and external communications initiatives.

##### Primary Functions

- Collaborate on the development of materials including educational materials, marketing materials, websites, forms and reports.
- Assist in the templated layout and design of presentation materials for publication to ensure quality and accuracy of printed reports, documents, manuscripts or other publications.
- Facilitate the development of CIBMTR's quarterly external newsletter, including planning each edition, maintaining the timeline, soliciting content, providing initial edits to submitted articles, creating electronic versions in Campaign Monitor and on the web, distributing each edition via Campaign Monitor and CIBMTR's public website, reviewing metrics, and identifying opportunities for improvement.
- Edit CIBMTR's public website using Northwood's Titan CMS, including quarterly external newsletters, plain language research summaries, and edits identified by content authors during the annual review and throughout the year.
- Generate and post content to CIBMTR's social media accounts on Facebook, LinkedIn, and X.
- Using established templates in InDesign, create plain language research summaries and ad hoc marketing materials, and serve as back-up for other materials.
- Coordinate the annual review of CIBMTR's manual of operations and public website, including contacting content authors, monitoring the timeline, and ensuring approval from stakeholders.
- Format data tables in Microsoft Word versions of corporate reports using established formatting guidelines.
- Support the development of plain language research summaries, including creating online polls, managing materials for the Consumer Advocacy Committee, and communicating completion.
- Organize internal and external meetings, site visits, and special events for both internal and external stakeholders; take minutes for meetings, as requested.
- Work with Director to develop, implement, and maintain comprehensive databases and files related to each program.
- Coordinate and assist in the development and maintenance of the communications standard operating procedures, documents and budget, including acting as the Document Coordinator for the Advancement team in MasterControl.
- Remain current on CIBMTR technologies, research projects, methods of data collection and operating procedures.



- Provide input on program design to improve functionality and efficiency.
- Participate on appropriate committees relevant to the advancement of the program and the profession.

### **Knowledge – Skills – Abilities**

Excellent oral and written communication skills are essential. Strong critical thinking, problem solving and attentiveness to detail required. Willingness to learn is vital. Strong computer and graphic skills. Experience in website and social media management preferred. Experience in Adobe products, particularly InDesign, preferred. Advanced editing and formatting skills in Microsoft products, particularly Word, preferred. Sufficient knowledge of program study area.

### **Organizational Structure**

Building: Clinical Cancer Center

Department: Medicine

Division: CIBMTR

Reports to (Title): Director of Advancement

Direct Reports (Titles): None

Collaborates with (Titles): Communications Consultant, Medical Writers, CIBMTR Leadership and staff

### **Specifications**

*Appropriate education and/or experience may be substituted on equivalent basis*

Minimum Required Education: Bachelor's Degree

Minimum Required Experience: 3 years

Preferred Education: Bachelor's Degree in a field relevant to the program

Preferred Experience: 5+ years experience in communications and program coordination. Experience with program management in a medical, research or educational environment preferred.

Field: Medical and research

Certification: None

### **Classification**

Grade Name	12
Full-Time Equivalent	1.0
FLSA Status	Exempt
FLSA Test	Exempt
Workweek	Full-time role with expectations for coverage during core business hours and flexibility required as necessary to accommodate business needs.
Job Name	Specialist
Position Category	Professional Services



### **Job Scope**

- |                          |  |
|--------------------------|--|
| • Problem Solving        | Work requires long cycle procedures or functions           |
| • Impact                 | Errors may result in damage or expense                     |
| • Leadership             | Supervision is provided only as needed                     |
| • Internal Communication | Communicates regularly regarding non-controversial matters |
| • External Communication | Communicates regularly regarding non-controversial matters |
| • Responsibility         | Uses funds or property to perform work as part of a unit   |
| • Confidentiality        | Uses confidential information occasionally                 |

### **Physical Requirements**

Work requires occasionally lifting moderate weight materials, standing, or walking continuously.

### **Risk Potential**

Little or no exposure to hazards such as dust, fumes, or extreme temperatures, airborne or blood borne pathogens, extreme temperatures, or allergens.

### **Sensory Acuity**

Ability to detect and translate speech or other communication required. May occasionally require the ability to distinguish colors and perceive relative distances between objects.

### **Work Environment**

Occasional exposure to dust, noise, temperature changes, or contact with water or other liquids. Work is performed in an environmentally controlled environment.

### **Performance Dimensions**

#### **Collegiality**

Exhibit confidentiality, honesty, and actions that build trust and strengthen relationships. Listen to others and effectively communicate in a clear and concise manner through written and verbal communication. Demonstrate respect and commitment to the values of diversity and equity; seek out and incorporate diverse perspectives into decision making.

#### **Excellence and Creativity**

Exhibit initiative and ingenuity by taking ownership of tasks to proactively improve services, avoid problems, or develop opportunities. Generate novel and valuable ideas to impact institutional missions. Identify and implement new methods to increase efficiency and quality.

#### **Education and Development**

Displays an ongoing commitment to continuous learning and self-improvement in one's area of responsibility. Actively seek out mentorship and learning opportunities that can be applied to current and future work activities. Develop and maintain professional affiliations. Participate in design, development, and/or evaluation of instructional materials, methods, courses, or programs.

#### **Agility and Judgment**

Remain flexible and versatile in rapidly changing environment and adapt quickly to changing circumstances. Change behavioral style or method of approach when necessary to achieve a goal. Make timely and sound decisions based on analysis of information, experience, and logic. Show reliability and accountability in the successful completion of all work.



### **Stewardship and Institutional Citizenship**

Support transformational change to achieve institutional vision and strategies. Be an active and thoughtful participant in institutional initiatives, meetings, and committee work. Conserve resources and use in an efficient and cost effective manner across all institutional missions. Look for ways to improve and promote quality within area of influence.

### **Disclaimers**

#### ***Background Check***

Employment in this position may be contingent upon successfully completing a background and criminal history check, caregiver background check in accordance with the Wisconsin Caregiver Background Check Law, physical examination, and / or driving record check.

#### ***Equal Opportunity Employer***

The Medical College of Wisconsin is an affirmative action / equal opportunity employer and does not discriminate in hiring or employment on the basis of age, sex, race, color, religion, national origin, veteran status, disability, or sexual orientation.

#### ***Diversity and Inclusion***

The Medical College of Wisconsin defines diversity as a commitment to recognizing and appreciating the variety of individual differences in an environment that promotes and celebrates individual and collective achievement. The diversity of MCW continues to be an important source of innovative ideas and creative

#### ***Confidentiality***

Employees that have access to MCW, affiliate, subsidiary, or student data or Protected Health Information (PI), or research protected information are obligated to protect the confidentiality and proper use and access of this information in order to prevent loss, misuse, unauthorized access, unnecessary identification,

#### ***Completeness***

This job description is not an employment contract and the Medical College of Wisconsin may modify this document at any time. This document is intended to indicate the types of tasks and levels of skill, effort, and responsibility required by positions assigned this title. This information shall not be construed as a declaration of the specific duties and responsibilities of any particular position. It is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of direct reports. The functions described are not to be interpreted as exclusive or all-inclusive of the various functions performed.