



## **APPLY ONLINE**

### **Position Summary**

#### **Senior Data Analyst- Data Capture Content Management**

##### **Purpose**

Under the direction of the Data Content Supervisor, design, develop and execute tools for data entry, data collection and data verification. Executes tools for data entry, data collection, and data verification. Investigates and resolves problems. Direct and check the work of other staff associated with data capture from the Center for International Blood & Marrow Transplant Research (CIBMTR) network.

##### **Primary Functions**

- Implements and maintains business solutions for data capture form design
- Maintains accurate, timely data capture, and submission through coordinated activities with the CIBMTR network in forms development.
- Manages multiple projects as assigned and leading meetings with real time note taking and meeting follow-up.
- Works closely with Program Directors, Primary Investigators, Scientific Directors, other physician experts, and data managers to organize clinical data elements.
- Manages how the data are captured through internal applications as well as other data capture modes.
- Consults with product owners of applications to establish and conduct acceptance testing for validation of data integrity.
- Compile, generate, and review summarized data to include analysis of data to disseminate to key stake holders.
- Test, validate, and analyze data fields for consistency, accuracy, and quality.
- Assist with supplemental data collection.

##### **Other**

- Collaborate with peers, study teams, scientific directors, scientific community, and management as appropriate to support Data Capture and goals.
- Participate in appropriate committees relevant to the advancement of the Data Capture and the profession.
- Other special projects as assigned.

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

- Project management, communication, critical thinking, and influencing skills.
- Knowledge of Microsoft Office suite, digital media, databases, and information security.
- Customer support, systems analysis, troubleshooting, problem solving, and listening skills.
- Ability to work in cross functional teams and matrixed organizations.
- Build and maintain productive relationships with key stakeholders and team members, specifically where coordination tasks are required.
- Manage multiple deadlines and priorities while ensuring quality and timeliness.



### Organizational Structure

Building: Center for Cancer Discovery (CCD)  
Department: Center for International Blood & Marrow Transplant Research (CIBMTR)  
Division:  
Reports to (Title): Data Content Supervisor  
Direct Reports (Titles): N/A  
Collaborates with (Titles): Scientific Directors, Project Coordinators, Product Owners, data analysts, Metadata staff.

### Specifications

*Appropriate experience may be substituted for education on an equivalent basis*

Minimum Required Education: Bachelor's degree in a healthcare of science related field  
Minimum Required Experience: 2 years  
Preferred Education: Master's degree in a healthcare of science related field  
Preferred Experience: Knowledge of blood and marrow transplant, gene therapy, cellular therapy, and research in the medical field  
  
Field:  
Certification: CITI training required within 90 days of hire. CCRP, CCRC, or project management preferred.

### Classification

Grade Name 13  
Full-Time Equivalent 1.0  
FLSA Status Exempt  
FLSA Test Administrative  
Workweek Full-time role with expectations for coverage during core business hours and flexibility required as necessary to accommodate business needs.  
  
Job ID JC0296  
Job Name Senior Data Analyst  
Position Category General Finance

### Job Scope

*Complexity* – regularly applies judgment to accomplish tasks; develops policies and procedures  
*Impact* – errors may cause moderate to serious damage; accuracy highly important  
*Autonomy* – performs work independently with regular check-ins; supervision available as needed  
*Communication* – occasionally resolves conflicts; adapts communication style to audiences  
*Responsibility* – advises others  
*Confidentiality* – regularly prepares and uses confidential information  
*Leadership* – acts as a role model

**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 (MCW) is an Equal Opportunity Employer. We are committed to fostering a diverse community of outstanding faculty, staff, and students, as well as ensuring equal educational opportunity, employment, and access to services, programs, and activities, without regard to an individual's race, color, national origin, religion, age, disability, sex, gender identity/expression, sexual orientation, marital status, pregnancy, predisposing genetic characteristic, or military status. Employees, students, applicants or other members of the MCW community (including but not limited to vendors, visitors, and guests) may not be subjected to harassment that is prohibited by law or treated adversely or retaliated against based upon a protected characteristic.

### **Diversity and Inclusion**

The Medical College of Wisconsin (MCW) is committed to creating an inclusive and welcoming workplace that includes individuals with diverse backgrounds and experiences. We believe that embracing human differences is critical to realize our vision of a healthier world, and we recognize that a healthy and thriving community starts from within. We strive to integrate our human and social differences into MCW's functioning, strategies and culture to create a diverse and equitable workplace. If you believe embracing individuality and working together makes us stronger, then MCW is the place for you. People of color, women, LGBTQIA+, veterans and persons with disabilities are encouraged to apply.

### **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, or security breaches.

### **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.