



## [APPLY ONLINE](#)

### **Position Summary**

#### **Research Database Analyst II**

##### **Purpose**

This role supports a data domain stewardship function assuming product ownership of FormsNet / internal application for sourced data from the Center for Blood & Marrow Transplant Research (CIBMTR) network. Ensures the FormsNet application delivers business value to all customers and stakeholders by serving as the functional and technical expert of FormsNet, developing and managing the lifecycle of this product. Serves as a liaison to respond to and engage network centers in accurate and timely data submission to CIBMTR.

##### **Primary Functions**

- **Manages Product Definition:** Stays informed of stakeholder/customer needs (end-user) to assess and evolve product functionality and capabilities.
- **Management of Product Lifecycle:** Leads prioritization process and directs defined work with team collaboration and communication to internal and external stakeholder groups. Continually assesses bi-directional impacts of product and enterprise system technical landscape. Participates in User Acceptance Testing (UAT) to obtain confirmation that the system meets requirements.
- **Business Process Knowledge:** Serves as the content knowledge expert for all pathways and work processes that support the product deliverables and applications to business need. Maintains documentation and engages leadership in future state operational needs discussions. Provides input, reviews and participates in the development process for training materials.
- **Communicate technical information and concepts in a variety of formats to varied audiences.**
- **Work strategically to align capabilities and developments with organizational vision while providing oversight operationally for current state deliverables.**
- **Assist in training of Data Operations staff.**
- **Other duties as assigned.**

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

Knowledge of quality assurance, technical, business, consultation, Agile software delivery methodology, FormsNet or similar research database, registries using electronic data capture systems, Microsoft SQL Server Management Studio, Big data environments, data governance, industry standard applications and vocabulary; User Story and acceptance criteria writing

Customer focus, building trust, communication, critical thinking, and influencing skills. Organization, time management, interpersonal, communication, and problem-solving skills. Strong computer skills. Highly skilled with MS Office, especially Excel. Understands databases; good technical skills in querying and analyzing data. Manage multiple deadlines and priorities while ensuring quality and timeliness.



### **Organizational Structure**

Building: Clinical Cancer Center

Department: Center for Blood & Marrow Transplant Research (CIBMTR)

Division:

Reports to (Title): Data Operations Studies Manager

Direct Reports (Titles): NA

Collaborates with (Titles): CIBMTR MCW and NMDP Data Operations staff, Biostatisticians, Business Operations, IT, and Scientific Directors

### **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, prefer in a healthcare or science related field.

Preferred Experience: relevant experience in data analysis, data management, project management in a clinical research environment

Field: Oncology, Bone Marrow Transplant, or Cellular Therapy

Certification: CITI training required within 90 days of hire.

### **Classification**

Grade Name 15

Full-Time Equivalent 1.0

FLSA Status Exempt

FLSA Test Computer Professional

Workweek Full-time role with expectations for coverage during core business hours and flexibility required as necessary to accommodate business needs.

Job ID 300

Job Name IT Specialist

Position Category Information Services

### **Job Scope**

*Complexity* – regularly applied 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 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 accomplishments.

**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.