



## [APPLY ONLINE](#)

### **Position Summary**

#### **Program Manager I**

##### **Purpose**

Work independently, under the direction of the Business Operations Program Director and in collaboration with Blood and Marrow Transplant Clinical Trials Network (BMT CTN) and Cure Sickle Cell (CureSC) Operational Transaction Agreement (OTA) Principal Investigators (PI) and Center for International Blood and Marrow Transplant Research (CIBMTR) leadership to manage a portfolio of prospective research grant and contract activities. The primary responsibilities of this role include, but are not limited to, project planning and management, administrative and financial oversight, ensuring communication and coordination of operations and milestone execution among stakeholders. Assists, or is responsible, for leading cross-functional working teams.

##### **Primary Functions**

- Assist PD/Pis to facilitate management of the Program's portfolio of activities including reporting of progress and financial reports to external stakeholders including the National Institute of Health.
- Participate on appropriate committees relevant to the advancement of the program and the profession, or area of research.
- Manage Program portfolio including:
  - Establish portfolio timeline and track deadlines for program deliverables.
  - Monitor portfolio budget in collaboration with the CIBMTR Finance team, MCW Grants & Contracts, and external stakeholders.
  - Facilitate cross-functional area management of program deliverables to ensure effective and efficient project implementation.
  - Coordinate with functional areas to support site study workflow, overcoming obstacles and general questions regarding study conduct.
  - Ensure documentations are received in a timely manner from external collaborators to enable timely reporting of progress and financial reports.
  - Manage the development of relevant program materials including but not limited to externally facing patient and center materials, administrative reports, meeting minutes and forms.
  - Ensure timely receipt of internal and external documents to enable reporting of progress and financial reports.
  - Facilitate communication among internal and external stakeholders.
  - Develop and maintains program standard operating processes.
  - Oversee the collection, analysis, and dissemination of program data.
  - Manage review of publications and abstracts to ensure adherence to program standards and policies and for documentation in progress reports.
  - Develop, implement, and maintain comprehensive databases and files related to the program activities.
  - Organize internal and external meetings, site visits, training sessions, and special events.
  - Coordinate and manage program outreach activities including acting as a liaison with other



- organizations.
- Actively engage with all external partner institutions supported by the grant or contract award.

**Knowledge – Skills – Abilities**

Knowledge of technical, business, finance, project management, and cultural awareness.

Customer focus, building trust, communication, critical thinking, and influencing skills.

**Organizational Structure**

Building: Clinical Cancer Center

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

Division:

Reports to: Director of Business Operations

Direct Reports: NA

Collaborates with: Principal Investigators, Executive Scientific Director, Program Directors, Managers, IT, Data Operations, Statistical Operations, CIBMTR Finance and Administration, MCW Grants and Contracts.

**Specifications**

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

Minimum Required Education: Bachelor’s degree

Minimum Required Experience: 6 years

Preferred Education:

Preferred Experience: Program management, financial management of large contracts

Field:

Certification:

**Classification**

Grade Name	16
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	263
Job Name	Manager
Position Category	Professional Services

**Job Scope**

*Complexity* – requires sound judgment; leads difficult and involved planning of initiatives

*Impact* – errors may result in extensive damage; constant attention to accuracy required

*Autonomy* – individual responsible for completion of work; seeks supervision as appropriate



*Communication* – involved in frequent conflict resolution; communicates with senior leaders

*Responsibility* – influences others

*Confidentiality* – confidential information used frequently to make decisions

*Leadership* – prioritizes work of others or may provide supervision

### **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.