



## **APPLY ONLINE**

### **Position Summary**

#### **Project Manager – CIBMTR IT**

##### **Purpose**

Work as an integral member of the CIT team that supports the mission of the Center for International Blood & Marrow Transplant Research (CIBMTR) to advance transplant and cellular therapy research to improve patient survival and enrich their quality of life. This position is responsible for planning, directing, and monitoring specific CIBMTR support and/or information systems projects to support the organization's goals. The Project Manager is responsible for maintaining strong customer relationships, providing direction to IT team members, coordinating among functional groups, and delivering high quality business solutions.

##### **Primary Functions**

- Participate in establishing and executing Division operating procedures to facilitate the accomplishment of approved goals and objectives within desired levels of productivity, cost and quality standards.
- Collaborate with scientific, business and technology leadership to understand CIBMTR operational requirements and strategic direction.
- Collaborate with Information Security Team to follow information system security requirements consistent with CIBMTR contractual and compliance obligations.
- Identify, document and translate user needs and business requirements to system features and functions.
- Develop accurate project estimates and plans that include effort, duration, cost, and resources which reflect approved scope and requirements for all phases of a project.
- Effectively utilize project management tools, techniques, and ceremonies to ensure risks, issues and roadblocks are identified, understood, and resolved. Establishes and implements project communication plans, providing status accurately reported to stakeholders and delivered within scope, resources, and time.
- Documents and tracks project milestones; manages and accounts for unforeseen delays, realigns schedules and expectations as needed.
- Lead and facilitate work groups and teams, involving cross-departmental and cross-organizational participants.
- Implements policies and procedures for Division operation.
- Perform other responsibilities as required.

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

- Able to independently manage assigned projects, tasks and workgroups with minimal direction; accurately complete project within budget and by the due date with high customer satisfaction and manage multiple resources across several projects at once.
- Demonstrates a strong background and understanding in project management and enforces project management best practices and methodologies. Thorough understanding of project management principles and planning.
- Able to recognize issues and determine priority. Able to quickly isolate and independently resolve issues utilizing all available resources. Able to proactively prevent issues from occurring again and to anticipate future issues.
- Strong intuition, critical & analytical thinking. Able to apply problem-solving skills with attentiveness to detail.



- Excellent oral and written communication skills are essential. Can communicate all aspects of the job requirements, including the creation of formal documentation.
- Strong interpersonal, presentation, facilitation and collaboration skills. Develops and maintains working relationships with internal and external partners and other stakeholders.
- General understanding of data modeling, relational database concepts and other analytical architectures.
- Effective time management and organizational skills; strong ability to prioritize and multi-task.
- Strong achievement focus, with the ability to motivate groups of people to complete a project in a timely manner.
- Must be knowledgeable in software development lifecycles/frameworks (e.g., Waterfall and AGILE).
- Exhibits role stretching characteristics, with drive and determination to support organizational goals.
- Proficiency with Microsoft Project, VSTS and SharePoint desired.

### **Organizational Structure**

**Building:** CLCC 5500

**Department:** Medicine

**Division:** CIBMTR

**Reports to:** IT Director

**Direct Reports:** TBD

**Collaborates with:** CIBMTR scientific (Technical personnel, Scientific Directors), business and technology leadership and staff, both at CIBMTR MCW and CIBMTR-NMDP

### **Specifications**

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

**Minimum Required Education:** Bachelor's Degree

**Minimum Required Experience:** 5 years in medium to large scale cross-functional technology initiatives. Experience must include team leadership.

**Preferred Education:** Bachelor's Degree in Information Systems, Computer Science, Business or related field. Master's Degree.

**Preferred Experience:** 5+ years in medium to large scale cross-functional technology initiatives. Experience must include team leadership.

**Field:** Work experience in healthcare, life science or biomedical research setting

**Certification:** None required

### **Classification**

Grade Name	16
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	266
Job Name	Project Manager
Position Category	Information 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**

Infrequent 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.

#### **Effective Date:**