



APPLY ONLINE

Position Summary

POSITION TITLE Research Program Coordinator I-Sickle Cell Disease (CIBMTR)

Purpose

Work closely with the Center for International Blood and Marrow Transplant Research (CIBMTR) Senior Scientific Director, Protocol Team members, and other Research Coordinators and staff to coordinate the daily administrative activities for a new Sickle Cell Disease (SCD) study focused on long-term follow-up of individuals living with SCD who received either hematopoietic stem cell transplant or gene therapy. Provide support to the team to facilitate the achievement of the program's goals.

Primary Functions

- Organize and coordinate internal and external meetings, site visits, educational events, and other program-related activities. Coordinate program outreach activities by serving as a liaison with community organizations, advocacy groups (such as Sickle Cell advocacy groups), and partner institutions. Assist with planning and coordination of external engagement opportunities such as podcasts, webinars, and educational seminars.
- Coordinate day-to-day program operations, maintain program timelines, and track milestones and deliverables to ensure timely completion of program activities.
- Develop, maintain, and update program databases, participant records, and other program documentation to ensure data accuracy, organization, and regulatory compliance with institutional, regulatory and study requirements.
- Coordinate research protocol activities by collaborating with partnering institutions, SCD clinical and treatment teams, and study personnel to support compliance and participant follow up.
- Serve as a primary point of contact and patient advocate by facilitating communication between patients, physicians, researchers and CIBMTR. Support participant recruitment, retention and engagement by addressing questions, providing study information, and promoting a positive research study experience.
- Collaborate on the development, implementation and continuous improvement of educational, marketing, patient-facing, research, and training resources. Support dissemination of findings through abstracts, manuscripts, and reports.
- Collect, track, analyze, and report program and research data; prepare reports, dashboards, and updates for investigators, leadership, sponsors, and other stakeholders.
- Coordinate and support training activities for program participants, clinical partners, research staff, and other stakeholders as appropriate.
- Participate on internal committees and external workgroups that support program initiatives, organizational goals and professional development.
- Perform other duties as assigned.



Knowledge – Skills – Abilities

Knowledge of computers, Microsoft Office, quantitative and (potentially) qualitative research methods, survey development, mathematics, documentation, and records management.

Organization, time management, interpersonal, communication, and problem-solving skills.

Experience working with individuals living with sickle cell disease or other chronic conditions and demonstrated experience serving as a patient advocate or engaging with patient communities is preferred.

Knowledge of the challenges faced by individuals and families affected by sickle cell disease is highly desirable.

Organizational Structure

Building: Michels Center for Cancer Discovery

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

Division:

Reports to (Title): Senior Scientific Director

Direct Reports (Titles): NA

Collaborates with (Titles): Department of Medicine faculty and staff, fellows, residents, and students

Specifications

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

Minimum Required Education: Bachelor's degree

Minimum Required Experience: 2 years

Preferred Education:

Preferred Experience: Experience with Sickle Cell Disease community (professional or volunteer)

Certification:

Classification

Grade Name 10

Full-Time Equivalent 1

FLSA Status Exempt

FLSA Test

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

Job ID JC0669

Job Name Program Coordinator I

Position Family General Administration

**Job Scope**

Complexity – some initiative and occasional judgment required

Impact – errors may cause minor damage; work requires regular attention to accuracy

Autonomy – performs work without constant supervision; expected results are specifically outlined

Communication – proactively provides information to others; ensures appropriate dissemination of information

Responsibility – assists others to ensure proper completion of work

Confidentiality – supervised when working with confidential information

Leadership – may provide periodic training or assistance to others

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 missions. Identify and implement new methods to increase efficiency and quality.

Education and Development

Participate in design, development and/or evaluation of instructional materials, methods, courses or programs. Seek out mentorship and learning opportunities. Develop and maintain professional affiliations.

Agility and Judgment

Resourceful in deviating from the routine; adapt behaviors, priorities and work methods to meet needs of others. Support transformational change to achieve institutional vision and strategies.

**Dependability and Judgment**

Demonstrate logical, rational, and objective decision making. Use analysis, experience and logic to solve problems and offer solutions and suggestions that are effective in addressing problems. Show reliability and accountability in the successful completion of all work.

Stewardship and Institutional Citizenship

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 MCW 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.