



## **APPLY ONLINE**

### **Position Summary**

#### **POSITION TITLE: Research Program Coordinator I**

#### **Purpose**

The Center for International Blood and Marrow Transplant Research (CIBMTR) provides a unique resource of data and statistical expertise to the scientific community for addressing important issues in hematopoietic cell transplantation and cellular therapies. The CIBMTR Research Program Coordinator I works independently under the administrative direction of the Program Director to coordinate the day-to-day program activities of the Observational Research Program. Provide high-level administrative program support to the CIBMTR Statistical Operations Area.

#### **Primary Functions**

1. Provide advanced administrative support to the Statistical Operations Area and Observational Research Program.
2. Collect, analyze and disseminate materials related to the Observational Research Program to the program stakeholders.
3. Provide project management for Working Committee studies and projects to ensure the timely and accurate completion of analyses, reports and submission of studies for publication.
4. Manage internal reports and CIBMTR contact database for the Observational Research Program.
5. Format, collect, disseminate, and publish materials for 15 CIBMTR Working Committee meetings, including proposals, protocols, analysis, manuscripts and submission of manuscripts to peer-reviewed journals. Serve as an expert resource for submission deadline.
6. Organize internal and external meetings, site visits, and special events for the Observational Research Program including the CIBMTR weekly statistical meetings, monthly bi-campus Statistical Operations meeting between the Milwaukee and Minneapolis campuses, workshops for the MS Statistical Operations group and CIBMTR Working Committee Meetings held during the TCT Meetings.
7. Manage SOPs (Standard Operational Procedures) within the Statistical Operations Area and Observational Research Program.
8. Create artwork and complex graphics (including Kaplan-Meier survival curves, cumulative incidence curves and graphical representation of other outcomes and program activities) for scientific reports, manuscripts and presentations for national and international meetings.
9. Coordinate travel arrangements for the Statistical Operations staff and Observational Research Program Directors.
10. Participate on appropriate committees relevant to the advancement of the program.



**Knowledge – Skills – Abilities**

1. Proficiency in software programs such as Microsoft Office (Word, Access, Excel, Power Point, Outlook, Adobe Illustrator), Salesforce and Desktop publishing.
2. Demonstrate written and oral communication skills.
3. Typing skills with at least 50 WPM.
4. Knowledge of general office machines and telephone system.
5. Demonstrate ability to work independently and as a team.
6. Highly detail- , accurate- and results-oriented.
7. Ability to handle different tasks simultaneously and prioritize projects efficiently.
8. Ability to successfully plan ahead and follow-through.
9. Ability to collaborate and accept variable work direction in a fast-paced environment.
10. Ability and willingness to work overtime as needed with advanced notice.

**Organizational Structure**

Building: CLCC, 5<sup>th</sup> Floor  
Department: Medicine  
Division: Center for International Blood & Marrow Transplant Research  
Reports to (Title): Research Program Coordinator III  
Direct Reports (Titles): NA  
Collaborates with (Titles): Principal Investigators of Research studies  
CIBMTR Scientific Directors  
CIBMTR Statistical Directors  
CIBMTR Biostatisticians

**Specifications**

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

Minimum Required Education: Bachelor’s Degree

Minimum Required Experience: 2 year

Preferred Education:

Preferred Experience: Experience with program management in a medical, research or educational environment preferred

Field:

Certification: CITI training within 90 days of hire

**Classification**

Grade Name 10  
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  
Job Name Program Coordinator  
Position Category Professional 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 infrequent physical effort such as walking or retrieving materials.

### **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**

May experience slightly disagreeable features such as temperature changes or noise from time to time. Work 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.