



APPLY ONLINE

Position Summary

Research Program Coordinator III

Purpose

Work independently under the administrative direction of the Business Operations Corporate Studies Program Manager to coordinate the day-to-day activities of the program. Provide direction and guidance to the operational teams to facilitate the achievement of the program's goals.

Primary Functions

- Coordinate initiatives, including project management, related to the CIBMTR corporate program.
- Collaborate with project teams and clients to ensure alignment; confirm/arrange appropriate resources.
- Coordinate with CIBMTR functional area staff to ensure deliverables are delivered on-time, according to the defined scope of work, and within budget.
- Develop, monitor, and track timelines; escalate to leadership as needed.
- Communicate with internal and external stakeholders on project updates and issues; schedule and facilitate meetings.
- Ensure compliance with regulatory, contractual, and institutional policies.
- Work with Program Manager to develop, implement, and maintain comprehensive databases and files related to the program.
- Collect, analyze, and disseminate program data. Report program data and progress to program stakeholders.
- Coordinate the development of program materials including educational materials, marketing materials, websites, forms, and reports.
- Assist the Program Manager with on-boarding, training, and developing of program staff.
- Coordinate and manage program outreach activities including acting as a liaison with organizations.
- Participate on appropriate committees relevant to the advancement of the program and the profession.
- Participate in the development of program resources through literature searches, contact with outside programs.
- Perform other related duties as assigned.

Knowledge – Skills – Abilities

Excellent oral and written communication skills are essential.

Strong critical thinking, problem solving, time management, and attentiveness to detail skills are required.

Strong computer skills.

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

Customer focus, building trust, and influencing skills.

Organizational Structure

Building: Clinical Cancer Center

Center: Center for International Blood & Marrow Transplant Research

Reports to (Title): Business Operations Program Manager I

Direct Reports (Titles): NA

Collaborates with (Titles): Scientific Directors, CIBMTR Administrator, Functional Area Program Directors, Corporate Office Program Managers, Biostatisticians, Research Project Coordinators, IT and Medical Writers



Specifications

Appropriate experience may be substituted for education on an equivalent basis

Minimum Required Education: Bachelor's Degree

Minimum Required Experience: 5 years

Preferred Education:

Preferred Experience: Project management in healthcare or clinical research setting

Field:

Certification: Project management certification preferred; CITI training within 90 days of hire

Classification

Grade Name	14
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	271
Job Name	Coordinator
Position Category	Research 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 (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 (PHI), 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.