



## APPLY ONLINE

### Position Summary

**POSITION TITLE**            **Research Program Coordinator I**

#### **Purpose**

Work closely with the CIBMTR Senior Scientific Director and other Department faculty to coordinate the daily administrative activities of the programs (multiple research programs related to hematopoietic cell transplantation). Provide support to the team to facilitate the achievement of the program's goals.

#### **Primary Functions**

- Coordinate program outreach activities including acting as a liaison with community organizations and partner institutions.
- Collaborate on the development of program materials including educational materials, research materials, dissemination of research findings (i.e. abstracts and manuscript), and reports.
- Collaborate on the development of program materials including educational materials, marketing materials, forms, and reports.
- Recruit, screen, enroll and obtain consent from program participants. Conduct or coordinate training for program participants.
- Coordinate research protocols including arranging necessary appointments and procedures, working collaboratively with other departments and institutions, and maintaining contact with study participants.
- Collect, analyze, and disseminate research data, including but not limited to survey data, patient reported outcomes data, and qualitative data. Report program data and progress to study investigators. Work with Principal Investigator to develop, implement, and maintain qualitative interview guides, comprehensive databases, survey instruments, and files related to the program.
- Organize internal and external meetings. Maintain program timeline including tracking deadlines for program components.
- Assure compliance with all relevant IRB and other regulatory agency requirements.
- Prepare IRB documents and reports. Evaluate and write of research protocols in collaboration with the study investigator.

#### **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.

#### **Organizational Structure**

Building: Clinical Cancer Center

Department: Medicine

Division: CIBMTR

Reports to (Title): Senior Scientific Director

Direct Reports (Titles): NA

Collaborates with (Titles): Other 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:

Field:

Certification:

**Classification**

Grade Name 10

Full-Time Equivalent .5

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 271

Job Name Coordinator

Position Category Research Services

**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.