Position Summary

POSITION TITLE  Administrative Assistant Senior

Purpose
Within a team environment, supports the CIBMTR Chief Scientific Director and Executive Director on a wide range of administrative functions including coordination of all administrative functions, meeting agendas, schedules, researching and preparing materials, and serving as a key point of contact.

Primary Functions
- Serve as primary administrative support and key point of contact for coordination of events, appointments, meetings, presentations, travel itineraries and related arrangements for the Chief Scientific Director and Executive Director. This includes communication/arrangements with the National Marrow Donor Program (NMDP) Affiliate CIBMTR office, as well as the Blood and Marrow Clinical Trials Network Program (BMT CTN) and international partners within the CIBMTR network.

- Read and analyze incoming memos, e-mails, reports and other submissions in order to determine their significance and their distribution plan.

- Independently compose e-mail and other correspondence in response to routine inquiries. Greet visitors, determine access and expertly handle all inquiries taking care to listen and build rapport when assisting them for the CIBMTR.

- Coordinate, perform and report on complex special projects for the Chief Scientific Director, Executive Director and others within the CIBMTR administrative teams.

- Coordinate and complete special projects and communicate a wide range of issues with the CIBMTR Scientific and Program Directors, Department Administrators, all College offices and external constituent, such as NMDP, BMT CTN, and international CIBMTR partners.

- Maintain the highest level of confidentiality regarding all sensitive management issues dealt with at the CIBMTR.

- Create reports, presentations, forms design and creation, minutes, letters, memos, etc. Collaborate with CIBMTR Graphics Specialist on preparation of presentations for key meetings.

- Create and update existing curriculum vitae and bio-sketches according to the MCW and NIH format.

- Develop constructive and cooperative working relationships with key resources and maintain those relationships over time.
• Coordinate and maintain calendar of events, appointments, meetings, and travel itineraries for assigned staff.

• Coordinate archiving and documentation of key departmental communications and files.

• Process payment requests, requests and invoices, including extensive travel reimbursements and purchase orders for the Chief Scientific Director and Executive Director.

• Provide general office support to include incoming mail distributions, process outgoing mail, maintain general office equipment such as printers and copier/fax machine.

• Perform other duties as assigned.

Knowledge – Skills – Abilities

Knowledge of computers, clerical procedures, customer service standards, collaboration, and information management.

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

Organizational Structure
Building:   Clinical Cancer Center
Department: Medicine
Division:   CIBMTR
Reports to (Title): Administrative Supervisor
Direct Reports (Titles): NA
Collaborates with (Titles): Administrative Staff

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

Minimum Required Education: High School diploma
Minimum Required Experience: 5 years

Preferred Education:
Preferred Experience: Experience in a medical, research, or educational environment preferred.

Field:
Certification: NA
Classification
Grade Name  10
Full-Time Equivalent  1.0
FLSA Status  Non-Exempt
FLSA Test  Professional
Workweek  Full-time role with expectations for coverage during core business hours and flexibility required as necessary to accommodate business needs.
Job ID  330
Job Name  Administrative Support Grade 8 and Up
Position Category  Administrative 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 occasionally lifting moderate weight materials, standing, or walking continuously.

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
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 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 (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.

**Effective Date:**