



APPLY ONLINE

Position Summary

Administrative Assistant Sr.

Purpose

Within a team environment, supports the CIBMTR Faculty and Staff on a wide range of administrative duties including coordination of all administrative functions, meeting agendas, schedules, researching and preparing materials, and serving as a key point of contact.

Primary Functions

1. Serve as primary support for coordination of events, appointments, meetings, travel itineraries and related arrangements for Faculty and Staff. 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.
2. Serve as a key point of contact for a variety of audiences and independently compose e-mail and other correspondence in response to routine inquiries. Greet visitors and determine access and expertly handle all inquiries taking care to listen and build rapport when assisting them for the CIBMTR.
3. Maintain the highest level of confidentiality regarding all sensitive management issues dealt with at the CIBMTR.
4. Use complex functions of a variety of computer applications and software packages to include MS Word, Excel, Outlook and PowerPoint.
5. Read and analyze incoming memos, e-mails, reports and other submissions in order to determine their significance and their distribution plan.
6. Create reports, presentations, forms design and creation, minutes, letters, memos, etc. This will include researching/compiling data, and preparing presentations for consideration and presentation at key meetings.
7. Develop constructive and cooperative working relationships with key resources and maintain those relationships over time.
8. Coordinate and maintain calendar of events, appointments, meetings, and travel itineraries for assigned staff.
9. Maintain operation of office equipment such as changing toner and order and track office supplies.
10. Process payment requests, requisitions, and invoices.
11. Greet and direct visitors providing factual information.
12. Provide general office support to include incoming mail distributions, process outgoing mail, maintain general office equipment such as printers and copier/fax machine.
13. Perform other duties as assigned.



Knowledge – Skills – Abilities

Knowledge of computers, administrative 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: Center for Blood and Marrow Transplant Research (CIBMTR)

Reports to (Title): Administrative Supervisor

Direct Reports (Titles): NA

Collaborates with (Titles): Administrative and Research Program staff

Specifications

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

Minimum Required Education: High school diploma

Minimum Required Experience: 5 years of experience

Preferred Education: Bachelors degree

Preferred Experience: Administrative experience in a medical or research environment

Field:

Certification: CITI training required within 90 days of hire.

Classification

Grade Name	10
Full-Time Equivalent	1.0
FLSA Status	Non-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	330
Job Name	Administrative Support Grade 8 and Up
Position Category	Administrative Services (AD)

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



Physical Requirements

Work requires occasionally lifting moderate weight materials, standing, or walking continuously.

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.

Effective Date: