Position Summary

IT Compliance and Training Specialist

Purpose
Coordinate, facilitate and assist with IT cybersecurity, data protection, quality compliance and training activities within the CIBMTR. Function as a liaison between IT and the CIBMTR Quality Assurance function to support compliance with audits and assessments.

Primary Functions

**IT Compliance**
- Maintain Information Technology and data privacy policies and procedures in the controlled document management system (MasterControl) in accordance with review cycles that align with NIST 800-53 standard organizational time frames.
- Coordinate the review and update of documents with content authors on the required review cycles using reports in MasterControl.
- Maintain the internal IT Security site on SPO (Sharepoint Online) with document library and resources.
- Working with Quality Assurance, facilitate and assist validation and qualification of computer systems by maintaining and facilitating the completion of standard documents to qualify that information systems perform their intended function.
- Assist with annual security control assessment by organizing documents and evidence.
- Work with Quality Assurance to prepare and participate in third party assessments and audits.
- Perform internal system and data entitlement reviews for user access control.
- Maintain inventory of systems with sensitive information.

**Training**
- Collaborate with IT Director, Information Security Analyst (ISA) II, and QA Manager in developing, and maintaining Cybersecurity awareness training, Data Privacy awareness and the CIBMTR Rules of Behavior.
- Ensure that the above training is scheduled and conducted online or in person as practical and is tracked for new staff and annually for all staff.
- Implement training of CIBMTR personnel on other controlled documents in accordance with review cycles in the controlled document management system.
- Maintain all corresponding training records.
- Collaborate with IT Director, and ISA II to schedule, and participate in annual specialized IT training, including Incident Response & contingency response training & tabletop exercises (TTX).
- Work with content authors to develop job aids that support SOPs.

Perform other duties as needed.
Knowledge – Skills – Abilities

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to understand technical concepts and compliance requirements
- Demonstrated experience in preparing and conducting online training
- Proficient with O365 applications, including Word, Excel, Powerpoint
- Knowledge of Microsoft Sharepoint desired
- Excellent written and verbal communication skills
- Strong affinity for documentation
- Experience with learning management systems, or other digital learning tools and methods
- Understanding of computer systems validation, qualification and software testing methods and System Development Lifecycle (SDLC)
- Experience with controlled document management system a plus
- Basic knowledge of quality standards, like NIST 800-53 a plus
- Ability to understand US and international data privacy regulations (Privacy Act, General Data Privacy Regulations (GDPR) etc.).

Organizational Structure

Building: Clinical Cancer Center
Department: Medicine
Division: CIBMTR (Center for International Blood and Marrow Transplant Research)

Reports to (Title): IT Director
Direct Reports (Titles): None
Collaborates with (Titles): CIBMTR Technical Services, MCW Information Services & NMDP BeTheMatch IT personnel, CIBMTR Quality Assurance Manager, Information Security Analyst

Specifications

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

Minimum Required Education: Bachelor’s Degree in IT or related field
- Minimum Required Experience: 2 years of experience in IT, ideally in quality, compliance or information security, ideally in a healthcare, pharma or medical device setting

Preferred Education:
Preferred Experience: 2-4 years of experience in IT, quality, compliance or information.
Field: Information Technology
Certification:

Classification
Grade Name 12
Full-Time Equivalent 1
FLSA Status Exempt
FLSA Test Computer Professional
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
Position Category Professionals

Job Scope

Complexity – HR completes this section
Impact – HR completes this section
Autonomy – HR completes this section
Communication – HR completes this section
Responsibility – HR completes this section
Confidentiality – HR completes this section
Leadership – HR completes this section

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 (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 (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: