



APPLY ONLINE

Position Summary

Medical Writer

Purpose

Work independently, under the direction of the Chief Scientific Director and Director of Advancement to collect, write, edit, organize and interpret medical/scientific information for public and governmental progress reports, grant submissions, publication in scientific journals, promotional materials or presentation at various speaking engagements on behalf of CIBMTR.

Primary Functions

- Generate original text and materials by collecting, organizing, interpreting and classifying information for research and reporting purposes.
- Research and analyze a variety of technical, statistical, medical, and scientific material ensuring the accurate preparation of documents; this includes reviewing all abstract and publication manuscripts prior to submission to journal.
- Ensure accuracy and quality in reporting data; remain current on CIBMTR technologies, research projects, methods of data collection, and operating procedures.
- Assume role of project manager for writing assignments which include project planning, time management, keeping other team members informed and on task, submitting finished project on time and in specified format, working with outside printing vendors, maintaining inventory of published materials, and any follow-up required.
- Assist in the layout and design of presentation materials for publication to ensure quality and accuracy of printed reports, documents, manuscript, or other publications.
- Assure compliance with regulatory and institutional policies.
- Participate in the development of program resources through literature searches, contact with outside programs, and review of funding opportunities.
- Participate on appropriate committees relevant to the advancement of the program and the profession or area of research.

Knowledge – Skills – Abilities

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

Customer focus, building trust, communication, critical thinking, and influencing skills.

Organizational Structure

Building: CLCC Suite C5500

Department: Medicine

Division: Center for International Blood & Marrow Transplant Research (CIBMTR)

Reports to (Title): Director of Advancement

Direct Reports (Titles):

Collaborates with (Titles): Scientific Directors, Administrator, Functional Area Program Directors, Business Manager, Biostatisticians and IT.



Specifications

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

Minimum Required Education: Bachelor's Degree

Minimum Required Experience: 6 years of experience in program management

Preferred Education: Bachelor's Degree in Communications, Biological Sciences or a related technical science field.

Preferred Experience: Minimum of 2 years experience in a position that required extensive scientific or technical writing.

Field: Communication, Biological Sciences

Certification: None

Classification

Grade Name 16

Full-Time Equivalent 1.0

FLSA Status

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

Job Name

Position Category

Research Services

Job Scope

Complexity – requires sound judgment; leads difficult and involved planning of initiatives

Impact – errors may result in extensive damage; constant attention to accuracy required

Autonomy – individual responsible for completion of work; seeks supervision as appropriate

Communication – involved in frequent conflict resolution; communicates with senior leaders

Responsibility – influences others

Confidentiality – confidential information used frequently to make decisions

Leadership – prioritizes work of others or may provide supervision

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 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 (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: November 21, 2017