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Position Summary

Research Program Coordinator II – Data Operations Studies

Purpose

Under the supervision of the Studies Manager and Lead, ensures high quality clinical data are available for regulatory submissions, safety monitoring, contracted deliverables, and publications. Serves as a liaison to respond to and engage network centers in accurate and timely data submission to CIBMTR.

Primary Functions

Protocol and Site Management

- Maintains Data Operations educational guides/manuals, reports, and files for assigned studies.
- Assists training study centers.
- Maintain Data Operations assigned study timelines.
- Maintain and monitor assigned study accruals to ensure enrollment goals are met.
- Assists with study related problem-solving activities at enrolled centers.

Data Management

- Assists on the development and collection of study data through comprehensive databases and forms.
- Assist the Research Program Coordinator III and Studies Manager in performing high-quality validation of new datasets.
- With oversight, perform high-quality analysis of study data.
- Generates queries to member centers, resolve data issues, and ensure data quality checks are accurate to established business and clinical requirements.
- Prepare analyzed data in a suitable format for Data Operation deliverables.
- Report study data and progress to Data Operations Studies Manager, program stakeholders, PI's and CIBMTR scientific directors.

Other Duties

- Must communicate with peers, study teams, and management as appropriate to support studies and goals.
- Participate on appropriate committees relevant to the advancement of the corporate program and the profession.
- Assist in training of Data Operations study staff.
- Other duties as assigned

Knowledge – Skills – Abilities

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

Customer focus, building trust, communication, critical thinking, and influencing skills. Organization, time management, interpersonal, communication, and problem-solving skills. Strong computer skills. Highly skilled with MS Office, especially Excel. Understands databases; good technical skills in querying and analyzing data. Manage multiple deadlines and priorities while ensuring quality and timeliness.



Organizational Structure

Building: CLCC

Department: Medicine

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

Reports to (Title): Data Operations Studies Manager

Direct Reports (Titles): NA

Collaborates with (Titles): CIBMTR MCW and MSP Data Operations staff, Biostatisticians, Business Operations, IT, and Scientific Directors

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: Bachelor's degree, prefer in a healthcare or science related field.

Preferred Experience: relevant experience in data analysis, data management, project management in a clinical research environment

Field: Oncology, Bone Marrow Transplant, or Cellular Therapy

Certification: CITI training required within 90 days of hire.

Classification

Grade Name 12

Full-Time Equivalent 1.0

FLSA Status Exempt

FLSA Test Administrative

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 Research Program Coordinator III

Position Category Research 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



(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.