Position Summary

Program Manager I

Purpose
Work independently, under the direction of the Business Operations Program Director and in collaboration with the Principal Investigator of the Cure Sickle Cell Initiative to manage the program activities of the initiative including a Clinical Trials Platform and a Data Consortium at the Medical College of Wisconsin (MCW). The Cure Sickle Cell Initiative is funded by the National Heart Lung and Blood Institute of the National Institute of Health. The primary responsibilities include but are not limited to project management, administrative and financial oversight. This platform will support clinical trials aimed at curative treatment for sickle cell disease through collaboration with a network of treatment centers.

Primary Functions
- Maintain program timeline including tracking deadlines for program deliverables.
- Facilitate cross-operational area management of program deliverables.
- Manage program budget in collaboration with the CIBMTR Finance team and MCW Grants & Contracts.
- Manage program budget in consultation with multiple external partners.
- Assist PD/PI to facilitate reporting of progress reports and financial reports monthly to National Heart Lung and Blood Institute.
- Ensure documentations are received in a timely manner from external collaborators to enable timely reporting of progress and financial reports.
- Manage the development of relevant program materials including but not limited to administrative reports, meeting minutes (ad hoc) and forms.
- Develop and maintain standard operating processes.
- Oversee the collection, analysis, and dissemination of program data.
- Develop, implement, and maintain comprehensive databases and files related to the program activities – administrative and, in collaboration with the CIBMTR Finance team, financial.
- May be called upon to schedule people and material resources
- May be called upon to organize internal and external meetings, site visits, and special events.
- Coordinate and manage program outreach activities including acting as a liaison with other organizations.
- Actively engage with all external partner institutions supported by the Clinical Trial Platform at the Medical College of Wisconsin
- 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, finance, project management, and cultural awareness.

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

Organizational Structure

Building: CLCC
Department: Medicine
Division: Center for International Blood & Marrow Transplant Research (CIBMTR)
Reports to: Program Director, Business Operations
Direct Reports: NA
Collaborates with: Principal Investigator, Executive Director, Program Directors, Managers, IT, Data Operations, Finance

Specifications

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

Minimum Required Education: Bachelor’s degree
Minimum Required Experience: 6 years
Preferred Education:
Preferred Experience: Program management, financial management of large contracts
Field:
Certification:

Classification

Grade Name 16
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 263
Job Name Manager
Position Category Professional 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
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.

Effective Date: