



APPLY ONLINE

Position Summary

Program Coordinator II

Purpose

Work independently with the Meetings Manager and Director of Advancement to coordinate and oversee administrative procedures to support CIBMTR's Meetings and Events. Provide daily guidance and direction while interacting with corporate sponsors, conference organizers, speakers, vendors, and faculty and staff.

Primary Functions

- Collaborate on the development of CIBMTR materials including marketing materials, websites, forms and reports related to CIBMTR Meetings and ad hoc projects.
- Work with Meetings Manager and Director to develop, implement, and maintain comprehensive databases and files related to the program, including but not limited to production schedules, program guidelines and policies.
- Organize and maintain files and records specific to the Meetings Program. Compile and prepare reports and spreadsheets for Exhibits, Revenue and CME from a variety of sources.
- Coordinate collection and review/resolution of Conflicts of Interest with CME Activity Director of all speakers, chairs, oral and poster presenters for ACCME accredited sessions held during the Tandem Meetings and for various other CIBMTR CME meetings. Coordinate slide review and content revision upon CME Activity Director's request.
- Assist with presentation management system for the Tandem Meetings, working as a liaison between vendors and speakers to receive and upload slide decks in a format ready for projecting to attendees.
- Coordinate use of additional presentation management functionalities including Live Polling, Live Streaming and Session Recordings.
- Coordinate exhibit hall coordination for 80+ exhibiting companies at the annual Tandem Meetings and other CIBMTR meetings; includes preparing exhibit floorplan, assigning space to companies, processing invoices and payments, managing exhibitor registration, ordering electrical, phone, AV, lead retrieval and furnishings for the exhibitors.
- Maintain timeline for Tandem Meetings tasks and responsibilities including tracking deadlines, monitoring current project processes, and preparing for upcoming tasks.
- Collect, analyze, and disseminate CIBMTR Meetings data for both CIBMTR hosted meetings and other scientific meetings where CIBMTR maintains a presence. Ensure accuracy and quality in reporting data.
- Collaborate on CIBMTR Advancement standard operating procedures, documents, and budgets.
- Coordinate and assist in special projects as needed.
- Collect, analyze, and disseminate program data. Ensure accuracy and quality in reporting data. Report program data and progress to CIBMTR leadership and all internal and external program stakeholders.
- Participate on appropriate committees relevant to the advancement of the program and the profession.
- Provide back-up and coverage for other staff as needed.



Knowledge – Skills – Abilities

Excellent oral and written communication skills are essential. Strong critical thinking, problem solving and attentiveness to detail required. Strong computer skills. Knowledge of technical, business, consultation, project management, and cultural awareness.

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

Organizational Structure

Building: Clinical Cancer Center

Department: Medicine

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

Reports to (Title): Director of Advancement

Direct Reports (Titles): None

Collaborates with (Titles): Program Manager, Other Program Coordinators, CIBMTR Communications team, staff and leadership at ASTCT and other external vendors.

Specifications

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

Minimum Required Education: Bachelor's Degree

Minimum Required Experience: 3 years

Preferred Education:

Preferred Experience: Experience with program coordination, marketing & communications and events

Certification: None.

Classification

Grade Name	12
Full-Time Equivalent	0.6
FLSA Status	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	
Job Name	Coordinator
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 infrequent physical effort such as walking or retrieving materials.



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

May experience slightly disagreeable features such as temperature changes or noise from time to time. Work performed in an environmentally controlled environment. Some travel required.

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 (PHI), 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: