Position Summary

POSITION TITLE      Research Program Coordinator I

Purpose
Work closely with the CIBMTR Senior Scientific Director and other Department faculty to coordinate the daily administrative activities of the programs (multiple research programs related to women’s health). Provide support to the team to facilitate the achievement of the program’s goals.

Primary Functions
• Collaborate on the development of program materials including educational materials, marketing materials, websites, forms, and reports.
• Work with program leaders to develop, implement, and maintain comprehensive databases and files related to the program.
• Maintain program timeline including tracking deadlines for program components.
• Monitor program budget.
• Organize internal and external meetings, including managing logistics of seminar series and taking minutes.
• Working with the Senior Scientific Director to provide website content to the MCW Office of Communications, including faculty and student bios and seminar series calendar
• Collect, analyze, and disseminate program data.
• Report program data and progress to program stakeholders.
• Participate on appropriate committees relevant to the advancement of the program and the profession.

Knowledge – Skills – Abilities

Knowledge of computers, Microsoft Office, clerical procedures, customer service standards, collaboration, and information management.

Organization, time management, interpersonal, communication, and problem-solving skills.

Organizational Structure
Building: Clinical Cancer Center
Department: Medicine
Division: CIBMTR
Reports to (Title): Senior Scientific Director
Direct Reports (Titles): NA
Collaborates with (Titles): Other Department of Medicine faculty and staff, fellows, residents, and students
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:
Preferred Experience:
Field:
Certification:

Classification
Grade Name  10
Full-Time Equivalent  .5
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  271
Job Name  Coordinator
Position Category  Research Services

Job Scope
Complexity – some initiative and occasional judgment required
Impact – errors may cause minor damage; work requires regular attention to accuracy
Autonomy – performs work without constant supervision; expected results are specifically outlined
Communication – proactively provides information to others; ensures appropriate dissemination of information
Responsibility – assists others to ensure proper completion of work
Confidentiality – supervised when working with confidential information
Leadership – may provide periodic training or assistance to others

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 missions. Identify and implement new methods to increase efficiency and quality.

Education and Development
Participate in design, development and/or evaluation of instructional materials, methods, courses or programs. Seek out mentorship and learning opportunities. Develop and maintain professional affiliations.

Agility and Judgment
Resourceful in deviating from the routine; adapt behaviors, priorities and work methods to meet needs of others. Support transformational change to achieve institutional vision and strategies.

Dependability and Judgment
Demonstrate logical, rational, and objective decision making. Use analysis, experience and logic to solve problems and offer solutions and suggestions that are effective in addressing problems. Show reliability and accountability in the successful completion of all work.

Stewardship and Institutional Citizenship
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 MCW 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: