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Position Summary

Training Specialist III

Purpose

Function as a training leader, facilitating formal and informal CIBMTR Data Operations learning experiences which meet division goals and needs of CIBMTR Data Centers. Act as a mentor to CIBMTR Data Operations team members.

Primary Functions

- 1. Facilitates formal and informal CIBMTR Data Operations learning experiences**
 - Design/develop, organize, conduct, and maintain training and educational programs for CIBMTR Data Operations internal and external partners while applying adult learning principles.
 - Utilize judgment and experience to adapt programs to meet trainees' needs. Provide instructional tools and learning activities.
 - Act as a Subject Matter Expert for Data Operations training materials, including eLearning's, guides, manuals, training aids, and evaluation/assessment instruments.
 - Collaborate with Data Operations Education Manager and team members to identify training needs.
 - Monitor effectiveness of internal and external Data Operations training programs and recommend changes to increase effectiveness as needed.
 - Evaluate and assess input from trainees and devise follow-up training to meet individual needs.
 - Assists Data Operations Education Manager in planning and execution of the Clinical Research Professionals/Data Management conference held during the Tandem Meetings I Transplantation & Cellular Therapy Meetings of ASTCT and CIBMTR.
 - Train, direct, coach, and mentor other Training Specialists.
- 2. Interacts with center staff, typically data managers, to share updates, reports and other communications related to CIBMTR data submission and education**
- 3. Perform other duties as assigned**

Knowledge – Skills – Abilities

Knowledge of data education, capture, and compliance/quality. Demonstrated training and facilitation skills. Interpersonal skills. Ability to facilitate in a classroom setting. Technical proficiency in learning tools (MS Office, articulate, etc.). Able to juggle competing priorities in a fast-paced environment. Customer support, systems analysis, troubleshooting, problem solving, and listening skills.

Organizational Structure

Building:	CLCC, 5 th Floor
Department:	Medicine
Division:	Center for International Blood & Marrow Transplant Research (CIBMTR)
Reports to (Title):	Manager, Data Operations Education
Direct Reports (Titles):	N/A
Collaborates with (Titles):	Learning Development Specialist, Learning Coordinator



Specifications

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

Minimum Required Education:	Bachelor's Degree
Minimum Required Experience:	5 years
Preferred Education:	Bachelor's degree, prefer in a healthcare or science related field
Preferred Experience:	Training and/or clinical research environment
Field:	Oncology, Bone Marrow Transplant, or Cellular Therapy
Certification:	CITI training required within 90 days of hire

Classification

Grade Name	14
Full-Time Equivalent	1.0
FLSA Status	Exempt
FLSA Test	Exempt
Workweek	Full-time role with expectations for coverage during core business hours and flexibility required as necessary to accommodate business needs.

Job ID	323
Job Name	Training Specialist
Position Category	Professional Services- Research

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.