Position Summary

Research Program Coordinator III

Purpose
Work independently under the administrative direction of the Epidemiology Director to coordinate the day-to-day administrative activities of the program. Provide direction and guidance to the team to facilitate the achievement of the program’s goals.

Primary Functions
• Ensure compliance with regulatory and institutional policies.
• Coordinate the development of program materials including educational materials, marketing materials, websites, forms, and reports.
• Work with Program Director to develop, implement, and maintain comprehensive databases and files related to the program.
• Responsible for supervision of the program staff including interviewing, orientation, training and development and performance evaluation.
• Schedule people and material resources.
• Coordinate and manage program outreach activities including acting as a liaison with community organizations.
• 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.
• Participate in the development of program resources through literature searches, contact with outside programs, and review and solicitation of funding opportunities.

Knowledge – Skills – Abilities

Knowledge of project management

Good written and verbal communication skills

Good organizational skills

Organizational Structure
Building: Medical Education Building, 1st Floor
Department: Institute for Health and Equity
Division: Epidemiology
Reports to (Title): Division Director of Epidemiology
Direct Reports (Titles):
Collaborates with (Titles): Institute faculty and staff, community partners

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: MPH, MBA or MS in relevant field
Preferred Experience:
Field:
Certification:
Classification

Grade Name: 14  
Full-Time Equivalent: 1.0  
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 – 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.
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: