Job Description

Job Title: Senior Program Administrator  
Department: MED – Center for Health Info Partnerships

Job ID: 33427  
Percent Full Time: 100

Location: Chicago Campus  
Grade: EXS 8

Job Summary:

The Senior Program Administrator oversees a major department/school-wide program or project & provides direction & thought leadership to develop strategic goals & objectives; defines associated metrics to measure results; & creates & obtains resources to ensure success. This role reviews, creates & nurtures internal & external alliances, collaborations and partnerships.

The mission of the Center for Health Information Partnerships (CHIP) is to bring people, communities, and data together to enable everyone to live their healthiest lives. Utilizing new ways of thinking, innovative methods, and interdisciplinary partnerships, we aggregate and analyze health information across institutions and disciplines to positively affect individual and population health. CHIP has a vision for “information-driven health for all.” To make this vision a reality for patients and communities, our focus areas include:

- Expansion—Expanding and improving the use of health information technology, including Electronic Health Records and patient-centered technology
- Integration—Finding innovative and secure ways to share and integrate data
- Implementation—Identifying and disseminating effective clinical practices for the use of health IT
- Direction—Leading and supporting public and population health projects

Specific Responsibilities:

Administration

- Directs and leads development of program/project strategic plan.
- Oversees & ensures that day-to-day operations are appropriately managed, efficient and effective.
- Operationalizes goals & objectives; ensures that resources are created or obtained.
- Oversees data analysis & recommends & implements changes & improvement to better ensure attainment of mission.
- Manages logistics requirements, including facilities, venue, scheduling, technology, instruction, catering, etc.
- Oversees documentation of agreements between NU and partner institutions, ensuring that agreements are complete and reviewed by all necessary NU officials.
- Participates in developing IT strategy to meet the mission & needs of program/project.
- Ensures necessary hardware, software & network infrastructure technology services are appropriated from central or internal IT.
Budgets & Financial
- Ensures that the program/project meets associated revenue & expense goals.
- Develops and implements ideas for improving business processes, and increasing program/project revenues and margins.
- Plans & manages complex budget(s) which fund mission including financial sustainability & enhancement models.
- Approves funds reallocation within budget as necessary & appropriate.

Communication, Outreach & Recruitment
- Builds and maintains collaborative relationships with internal and external stakeholders to increase program profile, reputation, visibility and support.
- Partners with academia and organizations to continue to innovate & enhance program/project.

Evaluation
- Oversees development & implementation of evaluation processes, quantitative & qualitative measurements that ensure that program/project benchmarks are successfully attained and communicated in a timely and efficient manner.
- Assesses programming and recommends changes that will innovate and invigorate program including cutting edge developments in the field and changes to better meet external partners' needs in order to achieve goals.

Faculty Support
- Reviews policies, recommends changes, implements new & ensures consistent interpretation.

Human Resources
- Determines & implements organizational structures to align with strategic mission.

Program Development
- Determines goals, objectives, outcome measurements and metrics, financial feasibility, marketing strategies and collaboration opportunities with other internal and external organizations.

Regulatory Compliance
- Oversees development & implementation of processes & procedures for all safety, security & compliance programs.
- Ensures compliance with all applicable federal, state, local & NU laws, regulations, policies & procedures.

Strategic Planning
- Develops and implements a comprehensive, visionary program/project strategy designed to continually grow and improve programs and build internal/external engagement.
- Provides guidance and support to staff in the creation of program/project components.
**Supervision**

- Supervises 2-4 staff.

**Performs other duties as assigned.**

**Minimum Qualifications:**

- Successful completion of a full 4-year course of study in an accredited college or university leading to a bachelor’s or higher degree; OR appropriate combination of education and experience.
- 5 years program/project administration or other relevant experience.

**Preferred Qualifications:** (Education and experience)

- MS/MPH/PhD
- 7 years program administration or similar experience (e.g. multisite research project management).
- Experience working in community health care setting.
- Experience with operational management of complex research studies with multiple stakeholders.
- Experience participating in the development of research-focused grant applications.

**Preferred Competencies:** (Skills, knowledge, and abilities)

- Demonstrated project management skills; able to use PM tools such as MS Project.
- Familiarity with data collection systems such as RedCAP.
- Strong writing and communications skills.

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As per Northwestern University policy, this position requires a criminal background check. Successful applicants will need to submit to a criminal background check prior to employment.

Northwestern University is an Equal Opportunity, Affirmative Action Employer of all protected classes, including veterans and individuals with disabilities. Women, racial and ethnic minorities, individuals with disabilities, and veterans are encouraged to apply. Hiring is contingent upon eligibility to work in the United States.