Job Description

Job Title: Program Coordinator
Department: Ctr for Health Information Partnerships
Job ID: 30123
Percent Full Time: 100
Location: Chicago Campus
Minimum to Midpoint Salary: $47,476 - $61,350
Grade: EXS 5

Job Summary:

The Program Coordinator provides management for an education, research and/or operations program/project, recommending goals, assessing feasibility and ongoing performance & providing day-to-day oversight of administrative & operational functions.

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.”

This position supports the center’s multimillion dollar portfolio of projects including those focusing on Practice Transformation, Health Informatics and Data Infrastructure.

Specific Responsibilities:

Administration

• Manages day to day operations.
• Ensures that program/project mission, values, guidelines, policies & procedures are implemented & maintained.
• Manages design and development of program databases; compiles & analyzes data; prepares reports.
• Reviews processes and recommends changes to incorporate state-of-the-art technology as appropriate into administrative, recruitment, marketing, and educational components.
• Identifies service improvement opportunities that will better enable program/project to achieve its goals and objectives.
• Acts as liaison to IT to ensure technology systems are properly installed & maintained.

Budgets & Financial

• Participates in budget preparation.
• Maintains budget & associated analysis & reports.
• Enters individual &/or summary of transactions into journals &/or general ledger or other NU enterprise system.
• Reviews; ensures approval based on alternatives regarding practice & policy; analyzes and classifies transactions in accordance with established chart or coding of accounts; creates new accounts; prepares, processes, reconciles & provides receipts (as appropriate) for transactions.
• Processes transfer &/or appropriation charges & may balance &/or close accounts.
• Troubleshoots problems; performs vendor/account research as needed; obtains additional information or provides instruction & guidance by phone, US- or e-mail from customers/vendors; corrects or escalates.

Events
• Coordinates programming, educational, student, alumni, workshops, meetings, etc. including speakers, agendas, etc.
• Develops plans and arranging meetings, workshops, events, etc. designed to exchange information, promote research objectives, and to build internal and external relationships within NU.
• Ensures that event details including communication, venues, presenters, travel arrangements, materials, refreshments and technology are arranged and completed in an appropriate and timely manner.

Faculty Support
• Coordinates faculty recruitment, appointment & credentialing processes including placing ads, candidate communication & visit.
• Provides support for preparation of Promotion & Tenure cases.
• Arranges colloquium & seminar coordination, & faculty travel planning.

Grants & Contracts
• Partners with NU development office and grant manager to identify and seek program funding.
• Works closely with faculty to encourage and help undergraduate students arrange research.
• Prepares proposals; provides administrative guidance for grant preparations including budgets and justifications.
• Identifies grant funding.

Human Resources
• Ensures human resources programs, policies, & procedures are implemented & consistently applied.
• Coordinates all or portions of the talent management lifecycle (sourcing, selecting, developing, coaching, rewarding, recognizing, managing information & optimizing talent.)
• In consultation with management & Central HR, administers HR solutions.
• Maintains excellent working relationship with Office of Human Resources.

Program Development
• Manages program/project curriculum, seminars, presentations, workshops, learning experiences, chat rooms, websites, social networking, etc. based on goals/objectives.
• Manages academic quality and continued growth and expansion.
• Identifies & obtains external expertise as needed and works with content experts for current and new programs.
• Reviews programs/projects to increase efficiencies to support growth.
• Manages speaker selection, communication, and topic development.
• Leads program/project updates and improvements.

Strategic Planning

• Administers & maintains existing strategic plans.
• Participates with area/unit senior staff in the conceptualization, development and presentation of materials used in functional operations.

Supervision

• Supervises 1-2 staff, temps or interns &/or provides work direction.

Miscellaneous

• 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 business, accounting or a related field + 1-year program administration or similar experience; or 3 years’ program administration or similar experience.
• Detail oriented with strong organization skills.
• Ability to work independently and on a self-directed basis.
• Excellent communication and interpersonal skills.

Preferred Qualifications:

• Professional experience in a university and/or research setting.

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.