

# Job Description

**Job Title:** Program Coordinator Sr.

**Department:** Ctr for Health Info Partnerships

**Job ID:** 35539

**Percent Full Time:** 100

**Location:** Chicago Campus

**Grade:** EXS 6

## **Job Summary:**

Provides direction in reviewing & recommending policy & procedure designed to enhance operational excellence of a program/project in order to ensure success. Ensures the effective, compliant, & efficient daily management of all operational, financial, & business functions in support of the business area's mission & in coordination with central offices such as HR, Budget, Facilities, IT, & Provost. Represents program/project on internal & external administrative affairs by recommending alternatives & suggestions.

The program/project is summarized below:

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."

## **Specific Responsibilities:**

### *Administration*

- Oversees & ensures that day-to-day operations are appropriately managed, efficient and effective.
- Develops, maintains & reports on quantitative and qualitative performance measures.
- Oversees documentation of agreements between NU and partner organizations, ensuring that agreements are completed, appropriately reviewed, approved, and adhered to by all parties.

### *Budgets & Financial*

- Oversees accurate, efficient and compliant workflow of all transactional processes across areas/units.
- Creates & oversees finances, budget, associated analysis & reports.
- Creates/enhances internal daily, monthly & annual processes & training.
- Approves funds reallocation within budget as necessary & appropriate.
- Recommends changes to tools to improve analysis, forecasting, modeling & reporting & ultimately quality of financial information & analyses provided to management for planning, evaluating & controlling operations.

### *Communication, Outreach & Recruitment*

- Ensures program/project success in regard to revenue & expense goals including recruitment, participation, etc.
- Identifies opportunities and strategies for short- and long-term growth & expansion.
- Creates & implements program/project brand identity and marketing & advertising strategy.
- Oversees marketing of new and current programs, working with partner institutions & media to ensure marketing plan effectively targets applicants, sponsors, etc.

#### *Evaluation*

- Manages development and maintenance of evaluation processes including associated metrics and key performance indicators.
- Reviews & analyzes outcome measurements and recommends changes & enhancements to improve program/project.
- Collaborates with internal/external partners to implement changes designed to improve/increase program/project goals/objectives.

#### *Events*

- Manages planning and arrangement of meetings, workshops, events, etc. designed to exchange information, promote research objectives, and to build internal and external relationships within NU.

#### *Grants & Contracts*

- Responsible for pre- & post-award administration; may be completed by research administrators.
- Builds relationships with Principal Investigators (PIs) & NU research associated offices
- Transfers knowledge & advises on research policy & procedure.

#### *Human Resources*

- Recommends organizational structures to align with strategic mission.

#### *Program Development*

- Coordinates with program/project sponsors on the delivery of all onsite instruction and provision of logistical support.
- Oversees development and implementation of new program/project initiatives.
- Manages relationships with partners, foundations, etc. and coordinates logistical support
- Continually assesses and innovates program/project to achieve educational goals.
- Develops strategy for program/project growth and expansion.

#### *Regulatory Compliance*

- Manages compliance with all applicable federal, state, local & NU laws, regulations, policies & procedures.
- Develops the creation &/or implementation of associated training.

### *Strategic Planning*

- Manages & implements strategic plans.
- Reviews plans, meets with leadership & key faculty & staff.
- Provides advice & counsel & recommends changes & improvements to functional operations to better meet organizational needs & objectives.

### *Supervision*

- Supervises 1-5 staff (temp and full-time).

### *Miscellaneous*

- Performs other duties as assigned.

### **Minimum Qualifications:**

- Bachelor's in business, accounting or a related field + 2 years program administration or similar experience; or 4 years program administration or similar experience.
- 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;
- Must complete NU's IRB CITI training before interacting with any study participants & must re-certify every 3 years.

### **Preferred Qualifications:**

- Master's degree in a health-related area of concentration; OR appropriate combination of education and experience.
- Experience interacting professionally with patients, medical practices, and/or providers.

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

- Excellent verbal and written communication skills.
- Strong interpersonal communication skills and the ability to prepare accurate, concise reports.
- Proficiency in Microsoft Excel, Outlook, Word, and PowerPoint
- Solid analytical, technical, and problem-solving skills.
- Excellent time management and organizational skills and attention to detail.
- Ability to manage multiple projects simultaneously.
- General understanding of accounting principles, experience with budgeting and financial management.
- Experience in strategic project programming development and implementation
- Experience in training and mobilizing teams both internal and external stakeholders.
- Knowledge of Northwestern's institutional structure as well as administrative and financial systems
- Experience with staff supervision

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.