University of Wisconsin - Madison

Position Vacancy Listing

PVL # 86075

Working Title:
Program Manager - Medical Informatics

Official Title:
SR ADMIN PRGM SPEC(R07BN) or ADMIN PROGRAM SPEC(R07DN) or ASSOC ADMIN PRGM SPEC(R07FN)

Degree and area of specialization:
Bachelor's degree in research administration, business administration, science, or related field.

Minimum number of years and type of relevant work experience:
5 years of experience managing research programs, including pre- and post-award grant activities, and managing facilities, space, and people.

Principal duties:
The successful applicant for this position will work closely with people at all levels of the Department of Biostatistics and Medical Informatics, from students to senior faculty and administrators, to accomplish the goals and vision of the Medical Informatics Program within the context of the mission of the Department of Biostatistics and Medical Informatics.

45% Grants Management (Pre- and Post-Award): The successful applicant will be responsible for all aspects of grants management for the Medical Informatics Program faculty. Duties include identifying funding opportunities based on knowledge of the research goals and interests of the faculty; working with faculty and relevant campus offices to efficiently submit federal and non-federal grant applications; and performing post-award grant management to ensure compliance with sponsor terms and conditions, as well as department, UW, and state administrative roles.

Pre-award tasks include, but are not limited to: developing non-scientific components (budget, justifications, and other documentation) in collaboration with the PIs; coordinating with other units, both on and off campus, to ensure proposals follow sponsor and university guidelines; and ensuring compliance with human subjects approval requirements.
Post-award tasks include, but are not limited to: all post-award administrative planning, coordination, and management of funded projects for faculty in the Medical Informatics Program, including managing personnel effort and payroll allocations, budget expenditures, budget tracking, account projections, progress reports, no-cost extensions, renewal proposals, award close-out review, and cost transfers. The successful applicant will work closely with internal and external stakeholders to ensure that all activities are performed in an efficient and accurate manner.

30% Center for Predictive Computational Phenotyping: Act as administrative lead for the NIH-funded Center for Predictive Computational Phenotyping (CPCP). Manage the daily administrative and fiscal operations; assist with planning and formal communications and perform all financial reporting; track and certify effort for all CPCP junior staff; oversee the general administrative support for the CPCP; and serve as the liaison between the Center's internal and external partners.

15% General Program Administration and Management: The successful applicant will manage the day-to-day activities of the Medical Informatics Program, including facilities, coordination of administrative support (purchasing, University staff and student assistant supervision, space assignments and tracking, and other necessary administrative tasks) for Medical Informatics faculty, staff, post-docs, and students. The successful applicant will supervise at least one student or support staff person and will work closely with Departmental administrative staff, program managers, and director of operations to ensure efficient operations.

5% Space assignment and management: The person hired into this position will be responsible for managing and tracking all space assignments for departmental faculty and staff in the Medical Sciences Center, UW Biotechnology Center, WID/MIR, Computer Science, and any other central campus locations that may be assigned to the Department in the future.

5% Participate in the administrative management of the entire Department by attending administration team meetings, engaging in discussions to improve the services provided to faculty and staff, and contributing to the development and implementation of new policies and procedures as necessary for compliance and for the efficient operations of the Department.

Additional Information
The successful applicant will have excellent organizational, communication, and interpersonal skills, the ability to work with and develop positive relationships with people of different personality types at all levels of the organization, and the ability to identify and adapt to the changing requirements of the Medical Informatics group. Experience working in research administration at the University of Wisconsin-Madison is highly preferred, although not necessary if the applicant understands research administration and is willing to learn quickly.
A criminal background check will be conducted prior to hiring.  
A period of evaluation will be required

Employee Class:  
Academic Staff  

Department(s):  
SMPH/BIOSTAT & MED I  

Full Time Salary Rate:  
Minimum $42,167 ANNUAL (12 months) 
Depending on Qualifications  

Term: 
This is a renewable appointment.  

Appointment percent:  
100%  

Anticipated begin date:  
MAY 23, 2016  

Number of Positions:  
1  

TO ENSURE CONSIDERATION  
Application must be received by: MAY 18, 2016  

HOW TO APPLY:  
In order to apply, applications must be submitted online at  
https://uwjobapply.wisc.edu/Apply.aspx?pvl=86075  
Please upload a resume and cover letter.  
Questions about the position can be directed to:  
Molly Mitchell  
Phone: 608-265-0684  
600 Highland Ave  
Fax: N/A  
K6/419 Clinical Science Center  
Email: molly.mitchell@wisc.edu  
Madison, WI 53792-0001  
Relay Access (WTRS): 7-1-1 (out-of-state: TTY: 800.947.3529, STS: 800.833.7637) and above Phone number (See RELAY SERVICE for further information.)  

If you need to request an accommodation because of a disability you can find information about how to make a request at the following website:  http://www.oed.wisc.edu/478.htm  

NOTE: Please indicate in writing if you request that your identity be kept confidential. If you do not indicate your preference to remain confidential, the University may be required to disclose your identify and/or application materials. The identity of finalists and successful candidates will be revealed upon request. See Wis. Stat. sec. 19.36(7).  

UW-Madison is required by law to request data from applicants for employment in order to monitor its recruitment and selection practices. In order for us to meet this federal reporting requirement, please go to http://www.oed.wisc.edu/reports-and-forms.htm to fill out the Voluntary Self-Identification of Disability Form and the Applicant Self-Identification Form for Protected Veterans. Please reference the Position Vacancy Number when uploading your completed forms. Completing these forms is voluntary and your responses will be kept confidential and is not considered as part of the hiring criteria.