



TITLE: Center for Health Research Program Coordinator	SALARY	ISSUED: 10/10 CLASS
UNION: P&A, Local 1979, UAW	SCHEDULE: <u> B </u> SALARY	CODE: PE351 EEO
	GRADE: <u> 13 </u>	CODE: 30 JOB
	FLSA: Exempt	CODE: PE

Position Purpose

Plan, organize, and coordinate programs and activities for the promotion and operation of the Center for Health Research and the Associate Dean of Research. Work collaboratively with peers, colleagues, faculty, as well as internal and external customers toward achieving the goals of the Center for Health Research and the College of Nursing.

Essential Job Functions

Partner with faculty, staff, and management internally and externally to coordinate the activities and projects of the Center for Health Research. Cultivate collaborative agreements with internal and external constituents. Manage the daily operation of the Center for Health Research.

Oversee the proofreading, compilation, and approval processes of grant proposals; work collaboratively with internal and external constituents throughout the process. Obtain product specifications and facilitate the procurement of supplies and equipment.

Serve as subject matter expert on Center for Health Research services and activities. Provide technical resource and consultative services as requested. Assist faculty with the preparation of tables, figures and charts for research related purposes.

Manage documents and records related to College of Nursing and Center for Health Research accreditation. Manage electronic and hard copy records of grants, publications, and Center activities. Maintain EndNote publication database.

Actively promote the Center for Health Research including management of that portion of the website; writing communications and publicizing accomplishments and publications. Prepare presentations.

Interact with University personnel and outside professional and client groups to promote and support program objectives and to ensure related activities are performed effectively.

Work collaboratively with the Data Office to design, implement, and maintain grants database. Prepare, develop, and present various detailed reports regarding programs and projects.

Plan, develop, coordinate, implement, and attend events, seminars, workshops, etc.

Perform all other duties as assigned.

Additional Comments

This classification serves in a work leadership capacity in the Center for Health Research to enhance and extend the research activities of the College of Nursing. The Center's mission is to support faculty and graduate students in the development and conduct of scholarly activities that advance nursing science. To this end, this classification is required to perform a variety of job functions including assisting with grant proposals, promoting the Center and cultivating collaborative agreements between internal and external constituents.

Minimum Qualifications

Graduation from an accredited college or university with a degree in Business Administration, English, Marketing or other pertinent field or equivalent combination of education and experience.

Reasonable experience working in a professional administrative position in an office environment.

Good organizational and research skills.

Ability to build cooperative, effective relationships and facilitate communication and understanding among professionals.

Reasonable experience in managing a variety of projects while ensuring appropriate tracking, quality control, follow-up, and multiple deadlines are met.

Excellent communication skills including the ability to communicate information to and with administration, faculty, colleagues, and external customers.

Strong computer skills including proficiency in the use of office productivity software including but not limited to Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Access, Microsoft Outlook, Microsoft Project, Banner, CoeusLite, grants.gov, Cognos, internet research.

Strong analytical and problem solving skills.

Ability to work independently in a highly organized, detail-oriented, fast-paced environment.