

UW HEALTH JOB DESCRIPTION

Innovation Project Coordinator			
Job Code: 310021	FLSA Status: Exempt	Mgt. Approval: E. Hagerman	Date: November 2020
Department: 1008600 Legal – Translational Innovation		HR Approval: J. Theisen	Date: November 2020
JOB SUMMARY			
<p>Under the direction of Isthmus Project leadership, the Innovation Project Coordinator will facilitate project management duties, communication strategies and administrative duties in order to support innovation and entrepreneurship at UW Health. The Coordinator will develop and maintain project, program, and department documentation and communication of timelines, project plans, status reports and accomplishments. The Coordinator collaborates with group members to establish priorities, execute strategies, and implement activities.</p> <p>The individual in this role is expected to incorporate continuous process improvement into daily work using critical thinking and problem-solving skills to address opportunities for improvement while promoting engagement of stakeholders in solution development.</p>			
MAJOR RESPONSIBILITIES			
<ul style="list-style-type: none"> Utilize project management tools and principles to define and manage project scope, document and monitor timelines and deliverables, identify and resolve risks and barriers Work with Isthmus Project leadership and UWH Marketing to manage marketing and communication strategy and content including website and social media Monitor and update records in customer relationship management software (CRM) to ensure teams and stakeholders are well-informed of task assignments, deadlines and report project status. Maintain necessary documents, including but not limited to project plans, issues and action logs Assist with monitoring network of innovation-related resources both within Dane County and at similar academic health systems Assist with research as necessary Efficiently plan and facilitate meetings of varied participants including Isthmus Project Board meetings, using standard meeting management tools and techniques (agendas, meeting roles, ground rules, minutes, action items tracking, parking lot, etc.) Administrative duties including meeting minutes, invoicing and payment, staff calendar, board governance, and general office management 			
ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.			
JOB REQUIREMENTS			
Education	Minimum	Bachelor's Degree in Health Care or Business Administration, Social Work, or related field. Four (4) years of relevant process improvement and project coordination experience may be considered in lieu of degree in addition to the experience below.	
	Preferred		
Work Experience	Minimum	Two (2) years of process improvement and project coordination and administrative experience	
	Preferred	<ul style="list-style-type: none"> Two (2) years of process improvement and project coordination and administrative experience in a healthcare or complex organization Familiarity with innovation and entrepreneurship 	
Licenses & Certifications	Minimum		
	Preferred	CRM experience/certification (Salesforce)	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> Demonstrated experience managing multiple complex initiatives across organizational boundaries in close collaboration with leaders Attentiveness to details without losing sight of big picture Ability to anticipate potential issues Ability to translate strategies and goals into the design and implementation of systems and processes Strong organizational, decision-making and problem-solving skills 	

UW HEALTH JOB DESCRIPTION

	<ul style="list-style-type: none"> Comfortable working autonomously, exercising good judgement and decision making Ability to generate professional, clearly written communication that is tailored to the audience Extremely strong customer service skills Excellent facilitation, conflict resolution and interpersonal skills 		
AGE SPECIFIC COMPETENCY (Clinical jobs only)			
Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.			
Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,			
	Infants (Birth – 11 months)		Adolescent (13 – 19 years)
	Toddlers (1 – 3 years)		Young Adult (20 – 40 years)
	Preschool (4 – 5 years)		Middle Adult (41 – 65 years)
	School Age (6 – 12 years)		Older Adult (Over 65 years)
JOB FUNCTIONS			
Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.			
PHYSICAL REQUIREMENTS			
Indicate the appropriate physical requirements of this job in the course of a shift. <i>Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.</i>			
Physical Demand Level		Occasional Up to 33% of the time	Frequent 34%-66% of the time
		Constant 67%-100% of the time	
X	Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible
	Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Negligible or constant push/pull of items of negligible weight
	Medium: Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.	20-50#	10-25#
	Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#
	Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#
Other - list any other physical requirements or bona fide occupational qualifications not indicated above:			

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.