

UW HEALTH JOB DESCRIPTION

PMO Project Coordinator			
Job Code: 330078	FLSA Status: Non-Exempt	Mgt. Approval: M. Kleba-Buier L. Green	Date: May 2023
Departments: System Project Management Office IS-Admin		HR Approval: M. Grayson	Date: May 2023
JOB SUMMARY			
<p>The Project Management Office (PMO) Project Coordinator will provide general support to the project management office which aims to advance UW Health's strategies in support of our vision and mission. The Project Coordinator works closely with the project management team and assists in the planning, execution, and coordination of projects and strategic initiatives.</p> <p>The Project Coordinator is responsible for the development and maintenance of program, project, and department documentation (meeting materials, timelines, action items, workflow diagrams, etc.), drafting communications and presentations, day-to-day management of tracking tools, scheduling project meetings, and preparing data for presentation. With an emphasis on organization and innovation, Project Coordinators will be expected to learn and improve upon current processes and create efficiencies in the project delivery model. This position will be empowered and expected to make decisions on projects with the input of their team and will also need to possess the judgment and initiative to act independently within clear guidelines.</p>			
MAJOR RESPONSIBILITIES			
<p>Portfolio and Project Support</p> <ul style="list-style-type: none"> • Develop and maintain comprehensive project documentation, plans, tools, and reports • In coordination with the Project Manager, effectively plan and facilitate meetings of varied participants using standard meeting management tools and techniques (e.g., agendas, meeting roles, ground rules, minutes, action item and decision tracking) • Organize project files with standard file naming conventions and folder structures • Partner with the Project Manager to define and manage project scope, monitor timelines and deliverables, and communicate and identify pathways to resolve risks and barriers • Create complex Microsoft Excel visual management dashboards to track and analyze data to inform key decisions • Other duties as assigned <p>General Department and Process Improvement Support</p> <ul style="list-style-type: none"> • Partner with the Director and Manager to advance internal improvement efforts and ensure they align with organization and department standards • Develop, implement, and maintain advanced Microsoft Excel visual management tools to track and analyze data that inform decisions and processes to support the growth and maturity of the department • Support the implementation of UW Health Way lean management concepts at the organization and internal level. Modify processes and tools as needed • Identify, support, and sustain department Standard Operating Procedures (SOP) • Provide basic virtual technology and communication tool support for the department • Manage the department U-Connect site • Assist Administrative Operations Assistant(s) with new employee onboarding, meeting coordination, and other departmental tasks as needed • Work with the Director and Manager to ensure department processes incorporate a diversity, equity, and inclusion (DEI) lens. • Assist in advancing DEI learning within the department <p>Continuous Learning and Professional Development</p> <ul style="list-style-type: none"> • Maintain current knowledge about organizational policies and procedures, governance structures, regulatory requirements, and applicable technologies • Develop and maintain professional relationships with stakeholders and continuously seek to build new positive relationships • Continuously seek new learning opportunities, advancing knowledge and skills to better support the department 			

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ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

Education	Minimum	High School Diploma
	Preferred	Bachelor's Degree in Healthcare Administration, Business Administration, Information Technology or related field
Work Experience	Minimum	Three (3) years of administrative support, customer service, or project coordination experience
	Preferred	Five (5) years of process improvement and project coordination experience in a health care setting
Licenses & Certifications	Minimum	None
	Preferred	Certified Associate in Project Management (CAPM) certification or obtain within 1 year of hire
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Demonstrated experience managing multiple complex initiatives across organizational boundaries in close collaboration with the project manager and leaders • Ability to translate strategies and goals into the design and implementation of systems and processes • Ability to generate professional, clearly written communication that is tailored to the audience • Proficient in Microsoft Word, PowerPoint, Visio, and OneNote • Experience analyzing and preparing data for presentation • Exceptional visual and data management skills; intermediate to advanced Microsoft Excel skills preferred • Demonstrated success in leading through indirect authority • Excellent facilitation, conflict resolution, and interpersonal skills • Ability to identify and translate best practices across projects • Ability to critically assess department and project needs, make improvements, and proactively put forth ideas that are above-and-beyond the initial ask, to develop better processes and supporting materials • Strong organizational, decision-making, prioritization, and problem-solving skills; considers the needs of the department • Act as a role model and mentor for administrative staff and other project coordinators

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,

<input type="checkbox"/>	Infants (Birth – 11 months)	<input type="checkbox"/>	Adolescent (13 – 19 years)
<input type="checkbox"/>	Toddlers (1 – 3 years)	<input type="checkbox"/>	Young Adult (20 – 40 years)
<input type="checkbox"/>	Preschool (4 – 5 years)	<input type="checkbox"/>	Middle Adult (41 – 65 years)
<input type="checkbox"/>	School Age (6 – 12 years)	<input type="checkbox"/>	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. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

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 dockets, ledgers and small tools. Although a sedentary job is defined as	Up to 10#	Negligible	Negligible

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	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.			
	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#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	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#	Negligible-10#
	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#	10-20#
	Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
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.