Medical Program Assistant – Cert 99118

Appointment Percentage: 100% (full-time)  Full-time Salary Rate: Minimum: $15.41 per hour

To ensure consideration — application must be received by September 1, 2016

Job Summary:
The Waisman Center is dedicated to the advancement of knowledge about human development, developmental disabilities, and neurodegenerative diseases throughout the lifespan. One of only 15 centers of its kind in the United States, the Waisman Center encompasses laboratories for biomedical and behavioral research, a brain imaging center, and a clinical bio-manufacturing facility for the production of pharmaceuticals for early stage human clinical trials. In addition to its research efforts, the Center provides an array of services to people with developmental disabilities, offers numerous educational and outreach programs to young children and their families, and trains scientists and clinicians who will serve our nation in the future.

This position provides comprehensive, highly complex administrative program support to the Division Head of Division of Genetics and Metabolism as well as other faculty/staff members of the Division of Genetics and Metabolism. This position cross-covers for the Division of Neurodevelopmental-Behavioral Pediatrics including support to the Division Head for Neurodevelopmental-Behavioral Pediatrics. The position requires excellent administrative, organizational and interpersonal skills in coordinating complex daily clinical, academic, and research administrative activities as well as the ability to exercise exceptional judgment and personal relations skills.

The responsibilities require considerable independence of planning, decision-making and communication skills while maintaining confidentiality regarding written and oral interactions and information. This position must interface with a wide variety of internal and external individuals and agencies, including staff and departments of the Waisman Center, the University of Wisconsin School of Medicine and Public Health, Department of Pediatrics, and UW Health. Discretion with highly confidential and sensitive material is absolutely fundamental to be successful in this position.

In addition, the incumbent must have the ability to independently manage competing priorities from diverse elements of the academic and health care environments as well as outreach activities. This position reports to the Clinic Operations Manager and duties are performed under general supervision.

For a complete list of duties and qualifications please see:

We offer an excellent benefits package as well as a competitive salary based on qualifications.

How to Apply:
In order to apply, applications must be submitted online at https://uwjobapply.wisc.edu/Applying.aspx?chris=99118. Please click on the "Apply Online" button to start the application process.

Please submit your resume, cover letter and a list of three references. The review of applicants will continue until an offer is made. Salary level will be determined based on experience.

Please address the following information in your application materials:
- Describe your customer service skills and/or experience. Detail the variety of customers you have interacted with and what you think are the most important strategies for communicating with a diverse population.
• Note and computer software, databases, calendar systems and medical records systems with which you are proficient and note your level of proficiency with each. List an example of a database you have created and/or maintained.
• Describe your knowledge and/or proficiency with medical terminology related to developmental disabilities and/or genetic conditions. Provide an example of a time you’ve used medical terminology in a past or present job.

Please contact Melissa Henning, Human Resources Assistant, with any questions at melissa.henning@wisc.edu or (608)890-1388.

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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

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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).

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UW-Madison is an equal opportunity/affirmative action employer.
We promote excellence through diversity and encourage all qualified individuals to apply.
A criminal background check will be conducted prior to hiring.
A period of evaluation will be required.