



NORTHWESTERN UNIVERSITY

Feinberg School of Medicine

Project Management Specialist

DEPARTMENT HISTORY

Established in March, 2009 under the direction of Dr. David Cella, the Department of Medical Social Sciences aims to establish itself as a leader in advancing and applying outcomes/effectiveness research to improve patient care and influence policy. Medical Social Sciences bridges clinical activity and health outcomes research across multiple Departments, Centers and Institutes at Northwestern University. This includes but is not limited to the Departments of Biomedical Engineering and Communication Science and Disorders as well as numerous Institutes and clinical Departments within the Feinberg School of Medicine, such as the Robert H. Lurie Comprehensive Cancer Center, the Institute for Healthcare Studies, Institute for Policy Research, and Departments of Medicine, Psychiatry, Neurology, Urology, Surgery, Preventive Medicine and Pediatrics. Our strong academic ties with these groups make possible comprehensive and state-of-the-art health outcomes development and assessment activity, including collaborations in disease management, prevention and control that utilize innovative health information technology applications. We intend to meet a growing need for expanded interdisciplinary scientific collaboration, to promote discovery of multidimensional mechanisms of health and disease, to improve adult and pediatric health status assessment, to develop and apply novel technologies for outcome assessment, and to collaborate with partners in genetic, epidemiologic, biologic and behavioral translational research paradigms.

<http://www.northwestern.edu/newscenter/stories/2009/07/cella.html>

JOB SUMMARY:

The Project Manager will manage software development projects of a growing department that develops software applications for quality of life scientific research. This position will manage the implementation of large software projects, through all phases of the development lifecycle, interfacing with both clients and technical staff. Developing strong relationships with clients and staff is essential. Participating in all phases of software development to identify and resolve complex issues related to application usability is required. The Project Manager is expected to be proficient in requirements gathering, planning application development schedules and resolving any conflicting requirements/system capabilities. This position will also be responsible for gathering and monitoring change requests and bug fixes, conducting data review tests and training internal and external software users.

ROLE SUMMARY

This is a position which requires someone who can juggle competing priorities, multi-task in a fast changing environment. We require strong organizational skills and the ability to communicate with tact both verbally and in writing with a variety of staff, faculty, researchers and business contacts. This position entails a certain amount of high profile work and interaction with funding agencies. An understanding of department/ research project objectives, directives and politics is required. Excellent meeting facilitation abilities required. True competency and fluency with learning and using software and workflow/project management applications required. This is a highly timeline and deadline focused team. This project manager will be expected to bring in multiple concurrent projects in on-time with quality (no errors). Experience in such an environment is critical. Great common sense, time management and problem solving skills, and the ability to make independent decisions when necessary. Knowledge in health industry is a plus. MS Office 97, 2000, 2007 (strong knowledge of Excel), Windows 98, XP & Vista, Microsoft Project, Microsoft Visio.

Other Duties:

- Define application structure and expectations
- Oversee and participate in Use Cases to define business requirements
- Review and provide feedback on functionality at User Acceptability Testing (UAT) session
- Manage development commitments and follow developer productivity
- Prioritize functionality requested by software users
- Conduct and coordinate Quality Assurance reviews
- Manage relationships with multiple clients.
- Draft proposals upon client request, discuss project parameters and negotiate timelines.
- Work with other project managers to ensure that deadlines are met and project is on schedule and within budget.
- Work with managers; ensure appropriate staffing levels and workflows across team.

Commitment to help foster the department's culture of respect and teamwork are equally important as job qualifications.

Specific Responsibilities:

- Manage multiple client relationships, both internal and external to effectively communicate project status and deliverables achieved
- Tracking of all aspects of project upon acceptance by the client, including project start-up, communicating changes, assisting with document development, testing software, training
- Work with other project managers to ensure that deadlines are met and project is on schedule and within budget

- Participate in all phases of software development to identify and resolve complex issues related to application usability
- Work closely with programmers discussing project parameters;
- Performing other related duties as required or assigned.

Minimum Qualifications:

A Bachelors degree in computer science, business or related field and three years demonstrable experience managing software projects, including demonstrable leadership skills, including the ability to lead projects in a changing environment.

Understanding and experience in applying project management principles and best practices for projects.

COW - Excellent communication skills; strong interpersonal skills, face-to-face, email, IM and phone

MIC - Strong knowledge of Microsoft Excel

PRS - Great common sense, time management and problem solving skills, and the ability to make independent decisions when necessary.

MUT - Juggle competing priorities, multi-task in a fast changing environment and provide project leadership under significant time and quality pressure

Preferred Qualifications:

Master's degree in business, health care administration, computers science, health informatics or relevant field; 3-4 years of managing software projects.

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<http://www.northwestern.edu/hr/jobs/>