

The Department of Medical Oncology and Cancer Center at BIDMC is seeking a highly-motivated Administrative Coordinator to support leadership in providing an excellent standard of care to our cancer patients while also pursuing a standard of cure through our research and teaching missions.

This is a rare opportunity to work with the Chief of Medical Oncology and the Executive Director for Cancer Services at BIDMC. This position also encompasses a largely independent role coordinating the Community Cancer Care Fund, which provides philanthropic grants to cancer patients needing financial assistance with day-to-day living expenses as they seek treatment for their disease. This job promises a successful incumbent significant opportunities for professional growth and development. The ideal candidate will be a bright college-graduate who is hard-working, ambitious, organized and community-minded.

Interested candidates should email a cover letter and résumé to Myrna Campbell, Administrative Supervisor at mecampbe@bidmc.harvard.edu and Christine VanDeWege, Executive Director at cvandewe@bidmc.harvard.edu.

KEY RESPONSIBILITIES/ESSENTIAL FUNCTIONS

- Coordination of the Community Cancer Care fund benefiting cancer patients with demonstrated financial need in meeting their day-to-day living and transportation expenses, including; correspondence, application process management, site visits, annual reports, and check processing.
- Administrative responsibility in the Division of Medical Oncology such as project submissions, internal newsletter communications, faculty effort tracking, and HMS annual publication
- Project management, organizing project lists, documentation and timelines for Cancer Center key initiatives
- Plan outreach events as requested by Chief or Network Medical Director
- Prepare division reports for HMS promotions and (re)appointments, faculty effort tracking, and other reports as assigned
- Prepare financial documentation for processing, scanning and budgeting
- Greet and assist external visitors
- Provide coordination support to Chief, Executive Director, and Network Medical Director for meetings including organization and development of presentations
- Correspondence

- Attend meetings as requested to take minutes and provide follow-up on outstanding agenda items
- Planning, preparing and organizing logistic and administrative requirements for seminars, conferences and other special programs or events
- Plan and coordinate meetings, internal events, off-sites, and all logistical and budget requirements related to the above
- Scheduling appointments and meetings and maintaining calendars. Reserving meeting locations, ordering supplies and services and prepares agenda and other materials
- Identify issues for escalation and keep in regular communication with others to ensure executives are well informed
- Preparing professionally-related travel arrangements, including airline reservations and hotel accommodations
- Provide Expense Management including compilation of receipts to file expense reports and track reimbursement status
- Partner with Facilities, IT and Security to resolve logistical issues and assist to ensure tasks are completed

Required Qualifications:

1. High School diploma or GED required. Associate's degree preferred.
2. 3-5 years related work experience required.
3. Advanced skills with Microsoft applications which may include Outlook, Word, Excel, PowerPoint or Access and other web-based applications. May produce complex documents, perform analysis and maintain databases.

Competencies:

1. Decision Making: Ability to make decisions that are guided by precedents, policies and objectives. Regularly makes decisions and recommendations on issues affecting a department or functional area.
2. Problem Solving: Ability to address problems that are varied, requiring analysis or interpretation of the situation using direct observation, knowledge and skills based on general precedents.

3. Independence of Action: Ability to set goals and determines how to accomplish defined results with some guidelines. Manager/Director provides broad guidance and overall direction.
4. Written Communications: Ability to communicate clearly and effectively in written English with internal and external customers.
5. Oral Communications: Ability to comprehend and converse in English to communicate effectively with medical center staff, patients, families and external customers.
6. Knowledge: Ability to demonstrate full working knowledge of standard concepts, practices, procedures and policies with the ability to use them in varied situations.
7. Team Work: Ability to act as a team leader for small projects or work groups, creating a collaborative and respectful team environment and improving workflows. Results may impact the operations of one or more departments.
8. Customer Service: Ability to provide a high level of customer service to patients, visitors, staff and external customers in a professional, service-oriented, respectful manner using skills in active listening and problem solving. Ability to remain calm in stressful situations.

Physical Nature of the Job:

Sedentary work: Exerting up to 10 pounds of force occasionally in carrying, lifting, pushing, pulling objects. Sitting most of the time, with walking and standing required only occasionally

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