

The Healthcare Analytics, Technology Transfer, Research and Evaluation Group  
School of Nursing  
Program Coordinator (UCP 5), Health IT, School of Nursing

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

- Open To:** The Public
- Location:** University of Connecticut. The positions are currently based in Farmington, CT, but will be relocated to Hartford in 2016.
- Hours:** 35 hrs / wk Monday – Friday, 8:30 am – 4:30 pm with an hour for lunch
- Salary:** Salary will be commensurate on successful candidates' background and experience.
- Closing Date:** May 05, 2016

**Position Overview:**

The Healthcare Analytics, Technology Transfer, Research and Evaluation Group (<http://chatter.uconn.edu/>) within the School of Nursing at the University of Connecticut (<http://nursing.uconn.edu/>) is seeking to hire **two Program Coordinator (UCP 5)** positions, which are grant funded. These positions will support Connecticut's Health Information Technology (HIT) initiatives. Under the direction of the Health IT Director, the incumbents will coordinate day-to-day administrative activities and provide operational support related to the following initiatives: The Medicaid Electronic Health Records (EHR) Incentive Program, the Testing Experience and Functional Tools (TEFT) grant, the State Innovation Model (SIM) and the Connecticut SB 811 Support Project. Incumbents will be responsible for coordinating program logistics, monitoring for compliance with program requirements, and assisting with advising and monitoring the progress of program participants. They are expected to work independently, but within the defined procedures and guidelines established by the Director.

Assist with various project activities in support of project initiation, planning, execution, control and closing. This includes support of project schedules, status reporting, project communication, information gathering, coordination and facilitation of meetings, tracking and resolution of issues, and tracking risks and resources; Manages day-to-day operational aspects of a project and scope; Coordinates general office operations; processes and maintains necessary paperwork, records and files required to support the program; Responsible for written documentation including project overviews, reports, briefs, educational materials for print and digital publication; Conducts rapid and short-term qualitative and quantitative research to support project objectives; Routinely communicates with external stakeholders and staff on an ongoing basis regarding the status of various activities and efforts on the implementation of Health IT initiatives; Addresses concerns from stakeholders and guides the direction taken to resolve complaints or problems; Liaises with state agencies and external stakeholders on related implementation issues; Provides education, outreach and trainings as required by grant award; Organizes, schedules and facilitates meetings, presentations and stakeholder engagement activities; Coordinates with CMS, ONC, state agencies and contractors as needed to comply with the terms and conditions of the grant award; Completes or coordinates the completion of all federally required reports; supports the management of the grant budget and maintains grant files and records for the purpose of auditing, including contracts, invoices and other financial records; Maintains structured processes; Monitors federal and state updates and changes to the program to facilitate timely adoption; Promotes flow of information through written and oral communication; Conducts systematic literature reviews and develop briefings; Researches and analyzes data and assists in grant and report writing; Performs other related duties as assigned.

These are full-time, grant-funded end-dated positions that are subject to annual renewal depending on available funding and job performance.

**General Experience:**

Bachelor's Degree in Computer Science, MIS, Machine Learning, or a related field is required,

**Substitution Allowed:**

Can be substituted by four (4) years of relevant work experience.

**Knowledge, Skills, and Ability:**

Experience in Microsoft SQL Server development, T-SQL coding, ETL creation and SSIS jobs creation and automation; Experience in Microsoft C# or VB.NET or Angular JS. Solid understanding of Object Oriented programming; Experience with Source Code Management System (SCM), including checking in stored procedures and version controlling a database; Experience using SQL Server tools: Management Studio, SSIS, SSRS, SQL Profiler; Experience creating reports in Microsoft SQL Server Reporting Services (SSRS) or Crystal Reports. Exceptional ability to solve business problems using creative solutions to common challenges; Ability to effectively organize, manage and work with large amounts of clinical data including primary, secondary and complex multilevel data; Desire to learn new data technologies and tools, including but not limited to big data and data lakes.

**Preferred Knowledge, Skills and Abilities:**

1. Master's degree in public administration, public health, statistical analysis, information technology, biomedical informatics, health information management or related field.
2. Two (2) to four (4) years of professional experience in a fast-paced project oriented healthcare environment.
3. Proficiency with one statistical software such as SAS, SPSS, Stata or R.
4. Proficiency with statistical analysis, data management, data integrity, and detection of trends.
5. Knowledge of CMS and HITECH Act regulations and requirements for participation in programs.
6. Skills in interpretation of CMS guidelines and/or research for clarification.
7. Experience with claims and clinical quality measures computation.
8. Experience in or knowledge of Personal Health Records, Person-centered Care Plan, Health Information Exchange, and Health Information Technology platforms and solutions.

**Special Requirement:** A **cover letter** identifying how your skills will contribute to the goals of our department.

**Application Instructions:**

Interested applicants may apply on-line using the UConn Jobs applicant system at <http://jobs.uconn.edu>. Please reference **Search #2016549**. Applicants should submit a **cover letter** identifying how your skills will contribute to the goals of our department, a curriculum vitae and contact information for three (3) professional references. Evaluation of applications will begin immediately. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. All employees are subject to adherence to the State Code of Ethics which may be found at <http://www.ct.gov/ethics/site/default.asp>.

**UConn**

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<http://www.jobs.uconn.edu>

**Search #2016549**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The University of Connecticut is committed to building and supporting a multicultural and diverse community of students, faculty and staff. The diversity of students, faculty and staff continues to increase, as does the number of honors students, valedictorians and salutatorians who consistently make UConn their top choice. More than 100 research centers and institutes serve the University's teaching, research, diversity, and outreach missions, leading to UConn's ranking as one of the nation's top research universities. UConn's faculty and staff are the critical link to fostering and expanding our vibrant, multicultural and diverse University community. As an Affirmative Action/Equal Employment Opportunity employer, UConn encourages applications from women, veterans, people with disabilities and members of traditionally underrepresented populations.