

The Department of Psychiatry and Behavioral Sciences is recruiting for a Program Operations Specialist.

This position involves being an integral support to research and technical assistance conducted by faculty in the SMART Center group in the Department of Psychiatry and Behavioral Sciences. The position includes managing the center operations, onboarding, coordination of multiple projects efforts which may include collaborating with and coordinating with community agencies and institutions. This position serves as a liaison between the project teams and research project partners within the UW and in the community, including multiple school districts across the state and in pending projects, at multiple project sites in other states. This position has a high degree of responsibility for ensuring infrastructure at the Center to allow for the many research and technical assistance projects to be carried out. In addition, the position must address complexities of community outreach, team development and work with numerous Principal investigators and junior faculty, and staff. Specifically, the position will: 1) Manage center-wide operations, 2) Provide support for all center staff (i.e. Procard, reimbursement, clock hours, purchasing, etc.), 3) manage the calendar and meetings.

Responsibilities:

1) Maintain routine communication, track overall Center-wide action items and deliverables, and coordinate assignment and effort allocation of team members to projects ; 2) Facilitate Center-wide meetings to include scheduling calls/meetings, agenda development, action items tracking, and clear communication to staff and faculty 3) Manage agendas and logistics of strategic planning meetings, events, and the SMART Center Speakers series (5%); 4) Represent the SMART Center at PBSCI, Division of Child Psychiatry, and School of Medicine administrative entities as needed ; 5) Oversee space allocation and coordinate with property management Fiscal Management: Budgets and Grants (5%); 6) Oversee equipment, software, and other purchases for individual projects and the SMART Center overall; 7) Serve as a resource for project teams' development of budgets and subcontracts and interactions with the Office of Sponsored Programs (5%); 8) Expertly navigate UW software including Ariba, SAGE, MyFD and others to carry out job functions; 9) Approve field advances, purchases, travel in UW systems; ensure allowable with UW and award policies; 10) help troubleshoot systems and provide guidance on best methods of administering funds Personnel Hiring and Management; 11) Continually evaluate staffing needs and availability across SMART subteams and projects, including maintenance of a master document of percent effort across teams and projects; 12) Manage position posting and hiring across multiple teams, including development of job descriptions and salary levels, resume review, and the interview process; 13) Communication with UW PBSCI human resources about hiring and personnel issues as needed; 14) Support faculty regarding human resources and staffing rules and updates; 15) Coordinate regular staff performance reviews, as well as 360 performance reviews of faculty performance; 16) Oversee onboarding of new employees; 17) update/maintain employee handbook(s) Communications and Other Tasks; 18) Manage relevant SMART Center ListServs; 19) Oversee monthly newsletter; 20) Oversee SMART promotional items, staff gifts, and events

As a UW employee, you will enjoy generous benefits and work/life programs. For a complete description of our benefits for this position, please visit our website, [click here](#).

Qualifications:

Bachelor's degree
4 years work related experiences
Office management experience

Equivalent education/experience will substitute for all minimum qualifications except when there are legal requirements, such as a license/certification/registration.

Desired Qualifications:

A passion for improving public systems that serve vulnerable populations

- Familiarity with general principles and processes in accounting and finance
- Bachelor's degree in Business Administration, Finance or other related academic discipline, or any equivalent combination of education/professional experience
- Three to five years of experience in a related field
- Demonstrated ability to maintain harmonious relationships and effectively address complex and sensitive administrative issues

- Ability to exercise independent judgement and manage competing priorities using strong organizational skills
- Demonstrated ability and/or experience handling high volume of diverse tasks, under deadlines, with consistent accuracy and attention to detail
- High degree of professionalism and diplomacy; excellent interpersonal skills and ability to work with a wide-ranging constituency (e.g., community partners, faculty, staff, students, and institutional officers). Ability to remain personable, professional and organized under potentially stressful situations
- Ability to operate in situations of uncertainty, and trouble-shoot challenges semi-independently while demonstrating appropriate judgment and seeing projects through to completion
- Demonstrated ability to identify, interpret and follow policies and procedures (academic, federal, state, and other)
- Proficiency in Microsoft Office Suite
- Experience with federal sponsors such as NIH, SAMHSA, and IES as well as nonfederal sponsors such as school districts, counties, states, and foundations
- Excellent verbal, written and interpersonal skills
- Demonstrated problem-solving and fiscal skills, strong detail orientation and ability to adeptly manage multiple deadline dependent priorities
- Ability to interpret and apply University operations and related administrative and fiscal compliance guidelines and practices

The SMART Center is committed to diversity, equity, and inclusion in the recruitment and hiring of staff. We particularly encourage applications from individuals who are members of under-represented or minoritized groups with regard to race/ethnicity, gender, disability status, socioeconomic status, and other facets of human diversity. The University of Washington's Office of Equal Opportunity and Affirmative Action (EOAA) supports both legal compliance and a spirit of equal opportunity as it relates to race, color, creed, religion, national origin, citizenship, sex, age, marital status, sexual orientation, gender identity or expression, disability, or veteran status. More details are available in the UW's Affirmative Action plan.

Application Process:

The application process for UW positions may include completion of a variety of online assessments to obtain additional information that will be used in the evaluation process. These assessments may include Workforce Authorization, Cover Letter and/or others. Any assessments that you need to complete will appear on your screen as soon as you select "Apply to this position". Once you begin an assessment, it must be completed at that time; if you do not complete the assessment you will be prompted to do so the next time you access your "My Jobs" page. If you select to take it later, it will appear on your "My Jobs" page to take when you are ready. **Please note that your application will not be reviewed, and you will not be considered for this position until all required assessments have been completed.**

Apply here- <https://uwhires.admin.washington.edu/ENG/Candidates/default.cfm?szCategory=jobprofile&szOrderID=212573>