CPHIT Project Coordinator:

The Center for Population Health Information Technology (CPHIT) is looking for a project coordinator to work with the core faculty and staff to support the mission and vision of the center. CPHIT is an interdisciplinary research and development center at Johns Hopkins and seeks to improve the health and well-being of populations by advancing the state of the art of Health IT across public and private health organizations and systems. CPHIT projects reach across the university and medical institute and works closely with the ACG research and development team. The project coordinator will have the opportunity to work with teams from multiple organizations within the public and private sector as well as work closely with both the CPHIT and the ACG teams. Main responsibilities will be to coordinate, support, and lead program management, proposal development and administrative functions.

- Responsibilities:
  - Develop and maintain project timelines and deliverables for research projects with the center faculty and ACG team
  - Facilitate the creation of progress reports for research collaborators and funders.
  - Coordinate and manage necessary documentation including legal documentation with research collaborators.
  - Plan and coordinate on and off campus meetings and special events including lectures, seminars and conferences.
  - Assist in literature reviews and other research assistance as needed.
  - Maintain working relationships with collaborators and industry and represent CPHIT as necessary
  - Assist with administrative needs of CPHIT

- Required Skills
  - Experience in project management
  - Understanding of health systems, informatics, and/or public health
  - Some experience working in an academic research setting preferred.
  - Highly organized and able to manage and track multiple projects
  - Expert knowledge of Microsoft Excel, Word, and other Microsoft products.
  - Works well with a multidisciplinary team in a diverse environment