



## NYULMC MSS Job Description Preview

<b>Position Title:</b>	Project Manager	<b>Position Nbr:</b>	NEW
<b>Profile As Of Date: :</b>	17-May-2018	<b>Job Code:</b>	100279
<b>Transaction Name:</b>	New Position Request	<b>MSS Tracking Id:</b>	NP00012437
<b>Position Summary:</b>			
<p>The Eyeefficiency web-based audit tool facilitates the capture of routine cataract surgical data, e.g. number of staff, costs, and instruments used. Using this data, the tool calculates carbon and monetary cost per case. Users can benchmark their cataract surgical services against all other users (de-identified) inputs, comparing services in terms of surgical productivity (cases/time or cases/physician), costs, and carbon footprint. The Eyeefficiency tool has just completed Phase 1 pilot testing at 4 global sites, with funding through the IAPB (International Agency for Prevention of Blindness) and Standard Chartered Bank's Seeing is Believing fund. We have received Phase 2 funding to further develop the tool and to test the tool with a larger number of test sites, 10 medical facilities from 7 IAPB global regions. The tool is set to be released to the general public in 2020. A part-time, project manager (PM) is required for a one-year period during Phase 2 beta testing. The PM will work with the Eyeefficiency development team and will be in charge of managing the participation and feedback of the beta test sites. Though you will be working closely with the NYU component of the development team, most communications will be conducted through email and e-conferencing systems.</p>			
<b>Minimum Qualifications:</b>			
<p>1. Bachelors Degree 2. Minimum of two-four years progressively responsible related experience coordinating research studies 3. Proficiency in using various Microsoft Office applications such as Word, Excel, Access, Power Point and Outlook. Familiar with Internet applications and electronic medical records 4. Effective verbal and written communication skills, and strong analytical, organizational and interpersonal skills 5. Ability to interface effectively with all levels of management and work and communicate effectively with both internal and external customers. Ability to work within a team environment as well as independently 6. Ability to manage time, multi task, and prioritize work 7. Must be a self-starter and demonstrate the ability to work independently if necessary 8. Strong understanding and knowledge base of coordination requirements associated with clinical/research trials 9. Ability to identify, analyze and solve problems; ability to work well under pressure</p>			
<b>Job Responsibilities:</b>			
1	Manage the 10 beta test sites		
2	Communicate with the test sites point people		
3	Advise test sites on best use of the tool		
4	Trouble-shooting test site issues (with help of Eyeefficiency development team)		
5	Prompting test sites for responses if delayed		
6	Collecting post-use qualitative feedback		
7	Communicate feedback from pilot sites to the Eyeefficiency development team at regular meetings		
8	May help with synthesizing and analyzing the feedback of beta test sites		
9	May help write, publish, or present updates on this tool in academic journals or at conferences and meetings		
<b>Preferred Qualifications:</b>			
<b>Working Conditions:</b>			