The University of Colorado Center for Bioethics and Humanities is seeking well-qualified **PROJECT MANAGERS & DATA ENTRY SPECIALISTS** for 6-month contracts, to do part or full-time work helping hospitals in the New York Health and Hospitals Corporation implement the Communication Climate Assessment Toolkit (C-CAT).

**POSITION DESCRIPTIONS**

**PROJECT MANAGER (#05749):** work closely with trained C-CAT consultants to implement the C-CAT program, including facilitating distribution of C-CAT surveys and other assessment tools, coordinating data entry, developing standardized feedback reports, copy-editing and quality assurance. The C-CAT project manager is the direct face of the program and the Center to key clients and as such is expected to demonstrate very high levels of professionalism and excellence in communication and work products.

Required Education/Experience:
- BA or BS
- At least one year of project management or customer service work experience
- Extensive familiarity with the Microsoft Office Suite, especially Excel and Word.

In addition to required education and experience, preferred candidates will have:
- Experience in statistics, report development, health care and/or performance management
- Experience using Qualtrics and SPSS
- Experience in working effectively while at a distance from other team members

**DATA ENTRY SPECIALIST (#05748):** perform data entry for assessments in the C-CAT program. This person will be instrumental in moving projects forward and serve as a vital team member in the improvement of health care at multiple sites. S/he will have the capacity to enter survey data in a timely manner while ensuring accuracy. A person that is successful in this position has the potential to move on to a more complex role with the C-CAT program.

Requirements
- Associate’s degree
- Significant experience with Excel and document management
- Strong attention to detail & strong organizational skills

Preferred
- experience working with surveys, quality improvement
- proactive individual who takes initiative

**BOTH POSITIONS ARE LOCATED AT THE CU ANSCHUTZ MEDICAL CAMPUS IN AURORA.**
TO APPLY, GO TO: [http://www.cu.edu/cu-careers](http://www.cu.edu/cu-careers), SEARCH AMC JOBS & ENTER POSITION #.