



The Chicago Area Patient-Centered Outcomes Research Network

Director of Operations

The mission of the Center for Health Information Partnerships (CHIP) is to bring people, communities, and data together to enable everyone to live their healthiest lives. Utilizing new ways of thinking, innovative methods, and interdisciplinary partnerships, we aggregate and analyze health information across institutions and disciplines to positively affect individual and population health. CHIP has a vision for “information-driven health for all.”

We are seeking a highly motivated individual to lead operations for the Chicago Area Patient-Centered Outcomes Research Network (CAPriCORN). CAPriCORN’s mission is to develop, test, and implement policies and programs designed to improve health care quality, health outcomes, and health equity for the diverse populations of Chicagoland and beyond. We work closely with our Patient Community Advisory Committee (PCAC) to ensure priorities align with patient needs and goals. Since 2014, CAPriCORN has worked to put in place the infrastructure and processes necessary to create data sets comprised of high-quality, de-duplicated patient information. CAPriCORN engages in sustainable, population-level patient-centered outcomes research.

Operational responsibilities include:

- Harmonizing network documents
- Overseeing day-to-day work across central network, and assisting where needed
- Orchestrating and leading series of meetings needed for cross-collaboration and updates from the central team
- Liaising with central team members and maintains close communication with network leadership
- Working with network leadership on new site onboarding
- Overseeing the network infrastructure award flow of invoicing and budget evaluations/recommendations, working closely with the network leadership
- Owning network contracting and legal agreement oversight and facilitating conversations with constituents
- Working with senior staff and network leadership for grant planning

Successful candidates must:

- Be able to manage a complex, multi-stakeholder collaboration
- Be action oriented - willing or likely to take practical action to deal with a problem or situation
- Embrace coachability - receptive to feedback, willing to learn, embracing continuous improvement
- Facilitate collaboration - facilitates open and effective communication, cooperation and teamwork within and outside of one's own team
- Value collegiality - helpful, respectful, approachable; builds strong working relationships and a positive work environment

- Take initiative - exhibits energy and desire to achieve; sets ambitious goals and acts decisively; takes action that no one has requested to improve or enhance job results and avoid problems.
- Meet deadlines - displays consistency and success in adhering to deadlines
- Master multi-tasking - demonstrates ability to work on multiple projects simultaneously
- Be organized - plans, organizes and schedules in an efficient, productive manner; anticipates contingencies and pays attention to detail

To apply for this position, send an email to Tracy Mrowczynski (tracy.mrowczynski@northwestern.edu). Interested candidates should include their full CV/resume, a cover letter, and contact information of three references in their application.

Northwestern University is an Equal Opportunity, Affirmative Action Employer of all protected classes, including veterans and individuals with disabilities. Women, underrepresented racial and ethnic minorities, individuals with disabilities, and veterans are encouraged to apply. Hiring is contingent upon eligibility to work in the United States.