

Planning Associate - Joint Office of Strategic Planning – 33673

Washington University School of Medicine in St. Louis MO

This position is full-time and works approximately 40 hours per week.

Department Name/Job Location

This position is in the Joint Office of Strategic Planning. This position is for the Medical School Campus.

Essential Functions

POSITION SUMMARY:

The Planning Associate provides general staff support to the Executive Director and Planning Manager(s) of the Office through research, analysis and maintenance of data and information, preparation of reports and coordination of planning efforts.

PRIMARY DUTIES AND RESPONSIBILITIES:

Business and Strategic Planning: Supports the development of business and strategic planning projects:

- Attends and documents information gathering meetings and other meetings with WUSM, BJH, SLCH or other entity personnel and faculty as appropriate
- Utilizes computer applications (Excel, Word, PowerPoint, Access, Mappoint, MEIS) to analyze data and create reports and presentations.
- Prepares drafts of narratives, research materials, tables, analyses, and other materials for review and inclusion in written planning documents. Periodically updates planning documents.
- Completes research and benchmarking studies.
- Gathers and analyzes strategic planning data from departments and Washington University Medical Center hospitals for strategic planning reports.
- Conducts strategic planning interviews with departmental faculty, community providers, and hospital administration as assigned by Manager or Director.
- Compiles strategic planning interview summaries.
- Assists in compiling and writing strategic planning reports and in developing financial pro formas.
- Provides staff assistance in other strategic planning projects as assigned.
- Interfaces with the planning, finance and marketing staff at each of the Medical Center hospitals as needed.

Planning Tools

- Assists in the development and maintenance of standard strategic and business planning tools, including templates, databases, etc.

Office Participation

- Committed to mission, vision, values and goals of academic medicine.
- Promotes a climate of collegiality and teamwork.
- Actively participates in Office meetings, including providing input to discussions and volunteering for tasks.
- Maintains and respects confidentiality and ensures privacy in all matters pertaining to patients and their care, as well as matters related to employees and WUSM/BJH/SLCH or other entity business.
- Accurately maintains documentation (work papers and computer files) according to departmental policies and procedures.

Preferred Qualifications

Master's Degree strongly preferred (MHA, MBA).

1-2 years of healthcare experience strongly preferred, preferably one year in a strategic planning, business development, consulting or related area.

REQUIRED SKILLS/CORE COMPETENCIES:

Performance Management

- Flexible and able to adapt to changing priorities and approaches.
- Demonstrates organizational skills with ability to plan time effectively, balance multiple assignments and meet deadlines.
- Takes responsibility for project outcomes.

Service Standards & Teamwork

- Demonstrates consistency, professionalism and attention to detail.
- Develops and maintains positive working relationships with internal and external clients (customer service focus). Works effectively as a team member, demonstrating cooperation and support.
- Committed to meeting and exceeding client expectations.

Communication Skills

- Demonstrates strong communication skills, including oral, text, visuals, formal, informal. Communicates appropriately for purpose and audience. Communication is clear, focused, and succinct. Communicates in a constructive manner.
- Proactively communicates status of projects to supervisors.
- Ability to communicate effectively with senior leadership required.
- Able to embrace different work styles and skills.
- Maintains a positive, supportive attitude characterized by effective communication, trust and respect. Receptive to the ideas of others. Open to constructive feedback.

Initiative and Problem Solving

- Uses supervision effectively, seeks guidance as necessary for performance of duties and asks appropriate questions when in doubt.

Self-Development

- Motivated to learn new skills, concepts, and ideas. Participates in seminars, conferences, training sessions related to assigned duties and staff meetings.

Job Knowledge – Technical/Professional Skills

- Ability to gather, analyze, synthesize, and interpret large amounts of quantitative and qualitative data.
- Ability to draw conclusions based on data analysis. Ability to create clear reports utilizing analysis.
- Proficient in all Microsoft Office applications including Access. Utilizes functions to simplify work effort and facilitate efficient use of time.
- Understanding of healthcare and academic medicine.

Salary Range

The hiring range for this position is \$47,403 - \$61,609 annually.

Department Summary

The Strategic Planning Office serves as an internal consulting group to support the Washington University School of Medicine (WUSM), its Faculty Practice Plan, Departments and other operating units in achieving their vision and goals. The Office provides high level staff support to leadership in the development and expansion of clinical and academic programs. Functions include: strategic plan review and/or business and strategic plan formation, data analysis and interpretation, implementation plan development and plan evaluation. The Office maintains annual and quarterly review and reporting processes to evaluate plan implementation and accomplishment of key goals and facilitates adjustment of plans as necessary, and provides expertise on strategic planning processes and principles and assists WUSM, BJH, SLCH and the FPP with strategic planning and data analysis activities.

The Office also specifically facilitates the functions of the Joint Office of Strategic Planning (JOSP) to oversee and coordinate the planning and implementation of clinical strategic plans between BJH/WUSM and SLCH/WUSM, and is responsible for the preparation of planning and program analyses and clinical business/financial plans in conjunction with our hospital partners.

Benefits

Retirement Savings Plan

-22 vacation days

-8 Paid Holidays

-Sick Time

-Tuition benefits for employee, spouse and dependent children

-Free Metro Link/ Bus pass

-Free Life Insurance

-Health, Dental, Vision

-Health Savings Accounts (HSA)

-Long Term Disability Insurance

-Flex Spending Plan

-Other Benefits

Med School HR website (medschoolhr.wustl.edu)

EOE Statement

All qualified applicants will receive consideration for employment without regard to sex, race, ethnicity, protected veteran, or disability status.



APPLICATION INSTRUCTIONS

You may complete this on-line application using any computer with Internet access. You may use an available computer at the Human Resources Office at 4480 Clayton Avenue, Suite 1101, Monday through Friday from 8:30 a.m. to 1:00 p.m. If you have any questions or need further assistance, please call 314-362-7196.

1. Visit our web site at <https://jobs.wustl.edu>

2. Click on "Washington University Career Opportunities"

3. Click on "Register Now" to create your on-line account

Create a User Name and Password (write these down exactly as you type them), click the box at the end of the Terms and Agreements notification, and then click "Register."

4. Search for Jobs

Before you can complete your initial profile, you must search for jobs. You can search by campus, title, school/department, job family, or other criteria by clicking on the blue "Advanced Search" link and entering your search specifications. Leave all fields blank, make sure that "Anytime" is selected in the "Find Jobs Posted Within" drop down menu, and click "Search" to see all current openings. To sort the jobs in alphabetical order, click on the black "Job Title" link. To see the complete job posting, click on the blue "Posting Title" link.

5. Apply for Jobs

If you find a job that interests you and for which you are qualified, click "Apply Now."

- If you have not yet completed an on-line application, you will need to do so in order to apply.
 - Enter your demographic data and click "Save." The next screen provides a choice to attach a prepared resume, to copy and paste text, or to use an existing resume.

- If you don't have a resume, but wish to continue, click "copy and paste text," "Continue," add some brief comments or a sentence in the box, and click "Continue."
 - Complete the information on the following screens and answer any associated supplemental questions and then click "Submit."
- If you have a resume/cover letter but are not ready to attach them, you can return later by selecting "Save," then "Close Application."
 - When you return, select the blue "Applications" link under "My Career Tools," then click on the blue job title link in the "Applications" column on the next page (this application will show a status of "Not Applied")
 - Attach your documents and click "Continue."
 - Complete the information on the following screens and answer any associated supplemental questions and click "Submit."
- If you have already saved an on-line application, follow the system prompts to make any changes or updates and answer any associated supplemental questions, then click "Submit."

In order to be considered for a position, you must apply to each specific posting that interests you and for which you are qualified.

6. Log In/Log Out

Be sure to log out every time you leave the system. You will be able to log in again with the User Name and Password you created.

Thank you for your interest in employment opportunities at Washington University School of Medicine

COMMONLY ASKED QUESTIONS

Q) What if I forget my User Name and/or Password?

A) When creating your application, please remember to write down your User Name and Password exactly as you typed them (both are case-sensitive). If you forget your Password, click on "Login Help" on the main page (under where you would enter your User Name and Password) and your information will be e-mailed to you.

Q) What information will I be asked to provide?

A) You will be asked to provide personal information such as name, address, and telephone number. You will also be asked to provide information about your education and previous employment, as well as contact information regarding your employment history and references. Regardless of the content of your resume, Washington University policy dictates that the electronic application must reflect an accurate, complete account of both your educational and employment history. Any omissions or discrepancies in relevant information may bar you from consideration for employment opportunities.

Q) What if I do not have an e-mail address?

A) If you do have an e-mail address, and do not wish to establish a free e-mail account with a provider (i.e., Yahoo or G-mail), then enter no@email.com to complete the necessary field.

Q) What if I don't have any work experience?

A) If you do not have any previous work experience, enter none in all the fields.

Q) What if I have already created an application?

A) If you have already created an application with this on-line employment system, and wish to update your information, please log in with the User Name and Password that you used when you created your application and then click on the blue "Applications" link under "My Career Tools," then click on the blue job title link in the "Applications" column on the next page.

Q) Do I have to fill out an application?

A) Everyone who applies for a position is required to create an application that includes certain information. Any required information is denoted with an asterisk (*). However, the more information you provide, the easier it will be to effectively evaluate your skills, abilities, and qualifications.

Q) If I attach a resume, why do I have to complete the on-line profile?

A) As noted above, attaching a resume does not substitute for completing the application form.

Q) How can I check the status of my application?

A) You can check the status of any jobs for which you have applied. Log in with your User Name and Password and click on "My Career Tools." You can then choose which of your applications to view. The status, "Applied," means that your application has been successfully transmitted to Human Resources to be reviewed by a recruiter. If it is determined that your qualifications, based on the information included in your application, are compatible with the minimum requirements for the position, it will be forwarded to the hiring manager for that position.

Q) Can I contact the department directly?

A) Applicants are strongly discouraged from contacting the hiring department directly. Hiring departments do not maintain tracking systems for application materials and therefore usually are unable to respond to inquiries regarding receipt or status.

Q) Can you explain the hiring process?

A) Once you submit your on-line application to a specific job requisition number, it is reviewed in Human Resources. If it is determined that your qualifications, based on the information included in your application, are compatible with the minimum requirements for the position, your materials are forwarded to the hiring manager for that position. The hiring manager determines which applicants to interview and schedules those appointments.

Q) Why have I never been contacted for those positions for which I am qualified?

A) Washington University has an extremely large applicant pool and for each position there are many applicants. As a result, hiring managers are able to select not only a top candidate from a large pool of highly qualified applicants, but also the applicant who is a best fit to the specific role in question and the department culture that surrounds it. It is important to be patient and persistent in your search. Go to our website regularly since positions are constantly being added and removed and continue to apply for positions that interest you and for which you are qualified.