

JOIN US IN LEADING THE
FUTURE OF HEALTH CARE

HUMAN RESOURCES COORDINATOR (PROGRAM MANAGER)

Requisition ID: [2021-12432](#)

The Center for Health Systems Effectiveness at Oregon Health and Science University provides the analyses, evidence and economic expertise to improve the value of health care service delivery and build a more sustainable US healthcare system.

Position Description

Under the Director of Operations and in coordination with the Center's administrative team, the Human Resources Coordinator (Program Manager) supports critical administrative and human resources functions at the Center. This role oversees recruitment, hiring and onboarding of new staff, as well as fosters an internal culture conducive to the support and retention of existing staff. Oversees all HR management processes and leads biweekly team meetings. Will also lead and/or coordinate a variety of administrative HR functions, including serving as the regular liaison with OHSU departments (e.g., Benefits, Payroll), administering routine and ad hoc reviews and staff surveys, and tracking and processing employee promotions, leaves and immigrant work authorizations. The Program Manager is trusted to maintain a robust understanding of OHSU policies that affect Center employees and operations, and effectively communicate this information to Center staff and/or leadership.

Essential Duties

- Lead and/or coordinate all aspects of the employee life-cycle including recruitment, onboarding, annual performance evaluations and offboarding
- Foster an internal culture conducive to the support and retention of existing staff, including chairing CHSE's continuing education funds committee, tracking/processing immigrant work authorizations, tracking employee progress and processing employee leaves
- Leads biweekly manager team meetings and oversees all personnel management processes to ensure cross-manager consistency and serves as a link between the center's management team and its employees
- Stays apprised of OHSU policies affecting that affect CHSE employees and operations, and effectively communicates this information to center staff and leadership



Center for
**HEALTH SYSTEMS
EFFECTIVENESS**

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Required Qualifications

- Bachelor's degree and 3 years of administrative office experience AND 2 years of lead, supervisory, or management experience; OR 5 years of administrative office experience with demonstrated leadership or project management/coordination experience
- Strong attention to detail and ability to meet deadlines
- Demonstrated time management and organizational skills
- High level of initiative and the ability to work independently, ability to exercise sound judgment in making decisions or dealing with unfamiliar situations, ability to exercise judgment and prioritize tasks/duties under pressure, attention to detail
- Outstanding compassion, assertiveness, and interpersonal skills to interact professionally with stakeholders and coworkers
- Strong writing, editing, and grammatical skills
- Strong working knowledge in MS Office Suite including Word, Excel, Outlook and PowerPoint

Preferred Qualifications

- Bachelor's degree in Human Resources, Business or other related field
- Experience with personnel management, recruiting, and employee onboarding
- Knowledge of and experience working in diverse workplaces and following best practices for promoting diversity, inclusivity, and equity in work settings

Salary & Benefits

- \$56,280-\$77,297/annually, DOE
- OHSU provides eligible employees a set amount of "benefit dollars" each month, based on the employee's designated FTE (full-time or part-time) and classification. The benefit dollars apply toward the cost of benefits with a pre-tax deduction. Most full-time employees do not pay any amount for employee-only coverage for medical, dental and vision coverage.

To Apply

- Visit www.ohsu.edu/human-resources and search for posting [2021-12432](#)

ALL ARE WELCOME

Oregon Health & Science University values a diverse and culturally competent workforce. We are proud of our commitment to being an equal opportunity, affirmative action organization that does not discriminate against applicants on the basis of any protected class status, including age, color, culture, disability, ethnicity, gender identity or expression, marital status, national origin, race, religion, sex, sexual orientation, socioeconomic and veteran status. Individuals with diverse backgrounds and those who promote diversity and a culture of inclusion are encouraged to apply. To request reasonable accommodation contact the Affirmative Action and Equal Opportunity Department at 503-494-5148 or aaeo@ohsu.edu.

www.ohsu.edu/chse