

## **Program Manager III**

### **Artificial Intelligence & Human Health Research**

### **Icahn School of Medicine at Mount Sinai**

**Locations:** New York, NY

**Categories:** Research

**Req ID:** 2691184

### **Job Description**

#### ***Strength Through Diversity***

***Ground breaking science. Advancing medicine. Healing made personal.***

#### ***Roles & Responsibilities:***

The Program Manager III supports the Dean of AI & Human Health and manages the activities and functions of complex institution programs to ensure that goals and objectives specified for the program are accomplished in accordance with established priorities, time limitations, funding limitations or other specifications. The Program Manager supports the day to day administration of the Dean's projects and assists in implementing institution-wide policies and procedures that support the growth of AI and computational initiatives.

- Under the direction of the Dean, develops and independently implements new or revised administration, operations, and program strategies and objectives to sustain and grow programs and services.
- Performs needs assessments, analyzes, and reports to Dean on community need for targeted program development.
- Schedules a program work plan in accordance with specifications, objectives and funding limitations; oversees daily administration and coordinates program activities through multiple levels of leadership and departments across the institution.
- Prepares administrative reports, analyzes and interprets statistics, financial data, and management planning data for predicting resource needs and developing long term plans.
- Prepares proposals for corporate and foundation funding and/or funding continuation from outside sponsors/donors.
- Prepares periodic reports, financial statements and records on program activities, progress, status or other special reports for leadership or outside agencies/funders.
- Evaluates program effectiveness to develop and implement improved methods; devises evaluation methodology and implements; analyzes results and takes proper action based on outcome.
- Develops and writes communications and promotional literature for distribution in newsletters, brochures or flyers, websites, and social media.
- Schedules and facilitates workshops, meetings or conferences; coordinates logistics, project management, scheduling and participant communications.
- Interacts and maintains liaison with students, faculty, staff and outside/community agencies or committees in facilitating program objectives.
- Directly supports administrative needs of the Dean of AI.
- Performs other related duties.

***Requirements:***

- Bachelor's Degree
- Min 2-3 years in administrative management, operations, or related field. Ideal candidate will have experience in academic administration, clinical trials, or project management.

***Strength Through Diversity***

The Mount Sinai Health System believes that diversity and inclusion is a driver for excellence. We share a common devotion to delivering exceptional patient care. Yet we're as diverse as the city we call home—culturally, ethically, in outlook and lifestyle. When you join us, you become a part of Mount Sinai's unrivaled record of achievement, education and advancement as we revolutionize healthcare delivery together.

We work hard to recruit and retain the best people, and to create a welcoming, nurturing work environment where you have the opportunity and support to develop professionally. We share the belief that all employees, regardless of job title or expertise, have an impact on quality patient care.

Explore more about this opportunity and how you can help us write a new chapter in our story!

***Who We Are***

**Over 38,000 employees strong, the mission of the Mount Sinai Health System is to provide compassionate patient care with seamless coordination and to advance medicine through unrivaled education, research, and outreach in the many diverse communities we serve.**

**Formed in September 2013, The Mount Sinai Health System combines the excellence of the Icahn School of Medicine at Mount Sinai with seven premier hospitals, including Mount Sinai Beth Israel, Mount Sinai Brooklyn, The Mount Sinai Hospital, Mount Sinai Queens, Mount Sinai West (formerly Mount Sinai Roosevelt), Mount Sinai St. Luke's, and New York Eye and Ear Infirmary of Mount Sinai.**

*The Mount Sinai Health System is an equal opportunity employer. We comply with applicable Federal civil rights laws and does not discriminate, exclude, or treat people differently on the basis of race, color, national origin, age, religion, disability, sex, sexual orientation, gender identity, or gender expression.*

**EOE Minorities/Women/Disabled/Veterans**