The Program Assistant 4 (Job Code 27313) coordinates a broad variety of business and administrative processes associated with the implementation of a comprehensive program for the disclosure and handling of potential Conflicts of Interest (COI), including but not limited to the creation and review of correspondence, standard operating procedures, reports, analysis, and other information, data, and documents as needed. This position is responsible for providing administrative support for the Northwestern Conflict of Interest Office (NUCOI) and committees administered by the NUCOI. This position provides assistance and support to the University community regarding COI processes and systems.

Specific Responsibilities:

• Assist in the administration of the University's COI disclosure, review, and evaluation processes.
• Maintain exceptional proficiency in the University's COI systems, including use of the systems, troubleshooting issues with the systems, running queries and reports in the systems, and evaluating the systems for improvement opportunities based on use and user feedback.
• Based on analysis, research, and/or knowledge of subject matter, professional field and/or topic, independently prepare and compile correspondence, reports, analyses, and other information, data, and documents as needed.
• Create and maintain standard spreadsheets and prepare queries, reports, statistics, tables, charts, etc. based on information compiled from various systems and sources to track specific information and trends relating to COI systems and processes.
• Independently provide timely and exceptional system and process support via phone and email in an effort to ensure faculty and staff satisfaction.
• Maintain the NUCOI website as a useful resource for the University community.
• Coordinate and support the activities of University-wide COI committees.
• Provide administrative support services to NUCOI, including:
  a. Answer phones and assist faculty and staff with general process and system questions.
  b. Schedule committee meetings and other meetings for Director.
  c. Prepare and distribute meeting materials for committee and other meetings.
  d. Order supplies and arrange travel for office staff.
  e. Perform financial and other record-keeping duties associated with office expenditures.
• Performs other related duties as required or assigned.

Minimum Qualifications:

• A high school diploma or its equivalent with 3-5 years of administrative support experience in an academic or business environment.
• Advanced technological skills and the ability to become proficient in new systems.

Minimum Competencies:

• Demonstrated experience in the provision of high-quality customer service.
• Excellent attention to detail and organizational skills.
• Willingness and ability to learn, absorb, and apply regulatory knowledge.
• Excellent written and oral communication skills.
• Committed team player and ability to work positively and collaboratively with colleagues at all levels.
• Advanced knowledge of word processing, spreadsheet, email, and database software programs.
• Proficient in Microsoft Office: Outlook, Word, Excel, PowerPoint, and Adobe.

Preferred Qualifications:
• Bachelor’s Degree.
• Prior experience in a University environment.
• Familiarity with Northwestern University systems.

Interested individuals should apply through the Human Resources Self-Service website: [http://www.northwestern.edu/hr/careers/](http://www.northwestern.edu/hr/careers/)