

**NORTHWELL HEALTH  
HUNTINGTON  
JOB DESCRIPTION**

**JOB TITLE** : COORDINATOR - PROJECT, ADMINISTRATION

**DEPARTMENT** : Nursing Education, Innovation & Research  
1.0FTE Requisition # 002T89 Position # 10100893

**REPORTS TO** : Donna Tanzi MPS,BS-N, RN-BC,NE-BC  
Sr Director, Nursing Education, Innovation & Research

<b>POSITION SUMMARY</b>	Defines, coordinates and evaluates special projects to support operational goals of departments within the hospital. Partners with Nurse Educators to identify and assess opportunities for improvements.
<b>RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>* 1. Partners with Educators to define project scope, establish goals, objectives, and timeline. Assists with design of project plans.</li> <li>* 2. Coordinates, evaluates and implements programs that support the operational goals of the department.</li> <li>* 3. Prepares project assessment, analysis, reports and recommendations. <ul style="list-style-type: none"> <li>• Validates and organizes data to evaluate and/or communicate operational processes.</li> <li>• Prepares operational analysis, flow charts, presentations and reports, as required by project specifications.</li> <li>• Evaluates analyses, identifies best practices, deficiencies, and makes recommendations for improvements in operational processes, policies and procedures.</li> <li>• Provides scheduled project status reports for leadership team.</li> </ul> </li> <li>4. Evaluates effectiveness of project plans. <ul style="list-style-type: none"> <li>• Partners with management to develop tools and metrics to evaluate performance of target initiatives.</li> <li>• Collects data for review and analysis.</li> </ul> </li> <li>* 5. Performs related Administrative duties, as required.</li> </ul> <p><b>*ADA Essential Functions</b></p>
<b>REQUIRED EXPERIENCE AND QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Bachelor's Degree in Healthcare Administration, Business, Finance or related field, required.</li> <li>• Minimum of three (3) years progressively responsible related experience, required.</li> <li>• Strong project management, interpersonal and communication skills, preferred.</li> <li>• Proficiency in excel preferred.</li> </ul>

**Department Head Signature**

**Date**

**Human Resources Signature**

**Date**