**Position: 3D Reconstructor Imaging Technologist Coordinator**

**Job Title:** ACCESS SERVICES REPRESENTATIVE SR - CPAS

**Description:**
- Supports at least two clinic or service line as a first point of contact by answering inbound calls and/or making outbound calls.
- Performs other duties as assigned.

**Requirements:**
- High school diploma or equivalent and one (1) year of relevant healthcare and/or contact center experience is required.
- Associate’s or Bachelor’s degree in related field is preferred.

**Duties:**
- Answers questions regarding specialty programs and clinics, promotes UT Southwestern services to callers, and mails pamphlets and other materials to patients.
- Collects clinic specific medical records needed for all specialty clinic appointments.
- Faxes release of PHI transmissions, retrievals, processes, procedures, software, and hardware are secure.
- Adheres to hospital policies, procedures, regulatory compliance, new yearly metrics, and department goals, including stakeholder satisfaction.
- Works with physicians’ office staff, nursing units, care management, ancillary departments, and insurance companies.
- Comfortably deescalates customer conversations, as necessary, and is driven to find resolution that achieves both the customer contact center experience is required.

**Knowledge, Skills & Abilities:**
- Work requires proficient knowledge of computers, office equipment and other administrative tasks including typing and data entry skills.
- Testing may be required.
- Work requires professional and appropriate, including escalating calls according to established guidelines, and directing calls to other departments, as needed.

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**Position: 3D Reconstruction Imaging Technologist Coordinator**

**Job Title:** 3D RECONSTRUCTION IMAGING TECHNOLOGIST COORDINATOR

**Description:**
- Provides to at least one Ambulatory Clinic and/or Service Line.
- Functions as a preceptor to ensure that new CPAS staff receive appropriate orientation.
- Assists with the onboarding, training, and mentoring of less experienced staff.

**Requirements:**
- Requires the ability to research information using available resources to answer questions and resolve issues in an accurate and timely manner.
- Work requires interpersonal and teamwork skills.

**Duties:**
- Supports at least one clinic or service line as a first point of contact by answering inbound calls and/or making outbound calls according to assigned.
- Knowledge, Skills & Abilities:
  - Work requires proficient knowledge of computers, office equipment and other administrative tasks including typing and data entry skills.
  - Testing may be required.
  - Work requires professional and appropriate, including escalating calls according to established guidelines, and directing calls to other departments, as needed.

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**Position: Imaging Technologist Coordinator**

**Job Title:** IMAGING TECHNOLOGIST COORDINATOR

**Description:**
- Provides to at least one Ambulatory Clinic and/or Service Line.
- Functions as a preceptor to ensure that new CPAS staff receive appropriate orientation.
- Assists with the onboarding, training, and mentoring of less experienced staff.

**Requirements:**
- Requires the ability to research information using available resources to answer questions and resolve issues in an accurate and timely manner.
- Work requires interpersonal and teamwork skills.

**Duties:**
- Supports at least one clinic or service line as a first point of contact by answering inbound calls and/or making outbound calls according to assigned.
- Knowledge, Skills & Abilities:
  - Work requires proficient knowledge of computers, office equipment and other administrative tasks including typing and data entry skills.
  - Testing may be required.
  - Work requires professional and appropriate, including escalating calls according to established guidelines, and directing calls to other departments, as needed.

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**Position: Imaging Technologist Coordinator**

**Job Title:** IMAGING TECHNOLOGIST COORDINATOR

**Description:**
- Provides to at least one Ambulatory Clinic and/or Service Line.
- Functions as a preceptor to ensure that new CPAS staff receive appropriate orientation.
- Assists with the onboarding, training, and mentoring of less experienced staff.

**Requirements:**
- Requires the ability to research information using available resources to answer questions and resolve issues in an accurate and timely manner.
- Work requires interpersonal and teamwork skills.

**Duties:**
- Supports at least one clinic or service line as a first point of contact by answering inbound calls and/or making outbound calls according to assigned.
- Knowledge, Skills & Abilities:
  - Work requires proficient knowledge of computers, office equipment and other administrative tasks including typing and data entry skills.
  - Testing may be required.
  - Work requires professional and appropriate, including escalating calls according to established guidelines, and directing calls to other departments, as needed.
ACCOUNTING CLERK I

• Performs routine and professional work, which requires little or no experience and involves performance of detailed assignments in posting, balancing and recapitulating, receiving, and disbursing financial transactions.

• Experience and/or education equivalent to one year of experience, including high school education or equivalent, is required.

• Prepares and certifies vouchers for payment.

• Assumes responsibility for correct and accurate accounting classification of expenditures by reviewing documents including capital.

• Codes invoices and vouchers with appropriate accounting classifications.

• Assists in preparing more complex financial records and statements, and trial balances of subsidiary ledgers and reconciling discrepancies.

• Calculates unit cost information and monthly billings for reimbursement of expenditures.

• Assists in preparing more complex financial records and statements, and trial balances of subsidiary ledgers and reconciling discrepancies.

• Calculates unit cost information and monthly billings for reimbursement of expenditures.

• Provides working supervision to Accounting Clerk and/or Accountant I positions.

• Performs other duties as assigned.

Knowledge, Skills & Abilities:

• Ability to analyze and solve problems.

• Ability to work independently.

• Ability to interpret laws, government regulations, criteria, standards, and policies.

• Ability to communicate effectively in oral and written forms.

• Ability to handle sensitive and confidential information.

• Ability to work well under pressure.

• Ability to prioritize and manage time.

• Ability to work effectively as a team member.

Security

This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

Salary

Salary Negotiable

Experience and Education

Bachelor's degree plus the equivalent of 1 year of professional experience including some college courses.

Until further notice, the University continues to place a central focus on reducing the spread of COVID-19. This could result in unexpected changes to department operations, including remote work arrangements. The University also strongly encourages all employees to get vaccinated against COVID-19.
<table>
<thead>
<tr>
<th>Job Title</th>
<th>Department</th>
<th>Start Date</th>
<th>Salary Range</th>
<th>Experience</th>
<th>Education</th>
<th>Duties</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCOUNTING CLERK III</td>
<td></td>
<td>March 1, 2018</td>
<td>$34.64 - $42.53</td>
<td>3+ years</td>
<td>Bachelor's degree</td>
<td>Performs financial transactions, prepares reports, and maintains financial records. Supports the clinical leadership in setting priorities and identifying opportunities for new programs. Supports the orientation records and competency for the department. Provides input to educational programs. Works with the Manager to develop continuous performance improvement strategies.</td>
</tr>
<tr>
<td>ACCOUNTING CLERK II</td>
<td></td>
<td>June 1, 2019</td>
<td>$34.64 - $42.53</td>
<td>5+ years</td>
<td>Bachelor's degree</td>
<td>Performs financial transactions, prepares reports, and maintains financial records. Supports the clinical leadership in setting priorities and identifying opportunities for new programs. Supports the orientation records and competency for the department. Provides input to educational programs. Works with the Manager to develop continuous performance improvement strategies.</td>
</tr>
<tr>
<td>ACCOUNTING CLERK I</td>
<td></td>
<td>September 1, 2019</td>
<td>$34.64 - $42.53</td>
<td>7+ years</td>
<td>Bachelor's degree</td>
<td>Performs financial transactions, prepares reports, and maintains financial records. Supports the clinical leadership in setting priorities and identifying opportunities for new programs. Supports the orientation records and competency for the department. Provides input to educational programs. Works with the Manager to develop continuous performance improvement strategies.</td>
</tr>
<tr>
<td>ACCOUNTING CLERK</td>
<td></td>
<td>December 1, 2019</td>
<td>$34.64 - $42.53</td>
<td>9+ years</td>
<td>Bachelor's degree</td>
<td>Performs financial transactions, prepares reports, and maintains financial records. Supports the clinical leadership in setting priorities and identifying opportunities for new programs. Supports the orientation records and competency for the department. Provides input to educational programs. Works with the Manager to develop continuous performance improvement strategies.</td>
</tr>
<tr>
<td>ACCOUNTING CLERK</td>
<td></td>
<td>March 1, 2020</td>
<td>$34.64 - $42.53</td>
<td>11+ years</td>
<td>Bachelor's degree</td>
<td>Performs financial transactions, prepares reports, and maintains financial records. Supports the clinical leadership in setting priorities and identifying opportunities for new programs. Supports the orientation records and competency for the department. Provides input to educational programs. Works with the Manager to develop continuous performance improvement strategies.</td>
</tr>
<tr>
<td>ACCOUNTING CLERK</td>
<td></td>
<td>June 1, 2020</td>
<td>$34.64 - $42.53</td>
<td>13+ years</td>
<td>Bachelor's degree</td>
<td>Performs financial transactions, prepares reports, and maintains financial records. Supports the clinical leadership in setting priorities and identifying opportunities for new programs. Supports the orientation records and competency for the department. Provides input to educational programs. Works with the Manager to develop continuous performance improvement strategies.</td>
</tr>
<tr>
<td>ACCOUNTING CLERK</td>
<td></td>
<td>September 1, 2020</td>
<td>$34.64 - $42.53</td>
<td>15+ years</td>
<td>Bachelor's degree</td>
<td>Performs financial transactions, prepares reports, and maintains financial records. Supports the clinical leadership in setting priorities and identifying opportunities for new programs. Supports the orientation records and competency for the department. Provides input to educational programs. Works with the Manager to develop continuous performance improvement strategies.</td>
</tr>
<tr>
<td>ACCOUNTING CLERK</td>
<td></td>
<td>December 1, 2020</td>
<td>$34.64 - $42.53</td>
<td>17+ years</td>
<td>Bachelor's degree</td>
<td>Performs financial transactions, prepares reports, and maintains financial records. Supports the clinical leadership in setting priorities and identifying opportunities for new programs. Supports the orientation records and competency for the department. Provides input to educational programs. Works with the Manager to develop continuous performance improvement strategies.</td>
</tr>
<tr>
<td>ACCOUNTING CLERK</td>
<td></td>
<td>March 1, 2021</td>
<td>$34.64 - $42.53</td>
<td>19+ years</td>
<td>Bachelor's degree</td>
<td>Performs financial transactions, prepares reports, and maintains financial records. Supports the clinical leadership in setting priorities and identifying opportunities for new programs. Supports the orientation records and competency for the department. Provides input to educational programs. Works with the Manager to develop continuous performance improvement strategies.</td>
</tr>
<tr>
<td>ACCOUNTING CLERK</td>
<td></td>
<td>June 1, 2021</td>
<td>$34.64 - $42.53</td>
<td>21+ years</td>
<td>Bachelor's degree</td>
<td>Performs financial transactions, prepares reports, and maintains financial records. Supports the clinical leadership in setting priorities and identifying opportunities for new programs. Supports the orientation records and competency for the department. Provides input to educational programs. Works with the Manager to develop continuous performance improvement strategies.</td>
</tr>
<tr>
<td>ACCOUNTING CLERK</td>
<td></td>
<td>September 1, 2021</td>
<td>$34.64 - $42.53</td>
<td>23+ years</td>
<td>Bachelor's degree</td>
<td>Performs financial transactions, prepares reports, and maintains financial records. Supports the clinical leadership in setting priorities and identifying opportunities for new programs. Supports the orientation records and competency for the department. Provides input to educational programs. Works with the Manager to develop continuous performance improvement strategies.</td>
</tr>
<tr>
<td>ACCOUNTING CLERK</td>
<td></td>
<td>December 1, 2021</td>
<td>$34.64 - $42.53</td>
<td>25+ years</td>
<td>Bachelor's degree</td>
<td>Performs financial transactions, prepares reports, and maintains financial records. Supports the clinical leadership in setting priorities and identifying opportunities for new programs. Supports the orientation records and competency for the department. Provides input to educational programs. Works with the Manager to develop continuous performance improvement strategies.</td>
</tr>
<tr>
<td>ACCOUNTING CLERK</td>
<td></td>
<td>March 1, 2022</td>
<td>$34.64 - $42.53</td>
<td>27+ years</td>
<td>Bachelor's degree</td>
<td>Performs financial transactions, prepares reports, and maintains financial records. Supports the clinical leadership in setting priorities and identifying opportunities for new programs. Supports the orientation records and competency for the department. Provides input to educational programs. Works with the Manager to develop continuous performance improvement strategies.</td>
</tr>
<tr>
<td>ACCOUNTING CLERK</td>
<td></td>
<td>June 1, 2022</td>
<td>$34.64 - $42.53</td>
<td>29+ years</td>
<td>Bachelor's degree</td>
<td>Performs financial transactions, prepares reports, and maintains financial records. Supports the clinical leadership in setting priorities and identifying opportunities for new programs. Supports the orientation records and competency for the department. Provides input to educational programs. Works with the Manager to develop continuous performance improvement strategies.</td>
</tr>
<tr>
<td>ACCOUNTING CLERK</td>
<td></td>
<td>September 1, 2022</td>
<td>$34.64 - $42.53</td>
<td>31+ years</td>
<td>Bachelor's degree</td>
<td>Performs financial transactions, prepares reports, and maintains financial records. Supports the clinical leadership in setting priorities and identifying opportunities for new programs. Supports the orientation records and competency for the department. Provides input to educational programs. Works with the Manager to develop continuous performance improvement strategies.</td>
</tr>
<tr>
<td>ACCOUNTING CLERK</td>
<td></td>
<td>December 1, 2022</td>
<td>$34.64 - $42.53</td>
<td>33+ years</td>
<td>Bachelor's degree</td>
<td>Performs financial transactions, prepares reports, and maintains financial records. Supports the clinical leadership in setting priorities and identifying opportunities for new programs. Supports the orientation records and competency for the department. Provides input to educational programs. Works with the Manager to develop continuous performance improvement strategies.</td>
</tr>
</tbody>
</table>
**Administrative Assistant Sr**

- **Position:** Administrative Assistant Sr
- **Salary:** $57,734.00
- **Benefits:**
  - Off-Admin Supp: $25.26
  - Administration: $15.96
  - University Classified Sal Pln: $59,651.00
- **Duties:**
  - Operates multiline telephone, answers all calls promptly, records messages and provides messages to appropriate staff.
  - Schedules meetings, conferences, interviews and appointments. Keeps track of departmental activity via conferences.
  - Performs Library and Internet research. May provide assistance in preparing grants and contracts, which may include assistance with budget preparation and/or oversight.
  - Maintains sub-ledgers and ledgers for various items and notifies manager as necessary.
  - Handles multiple tasks and projects as assigned by management.
  - Oversees supplies management for the department. Handles check requests and purchase orders. Tracks requests as needed and notifies manager as necessary.
  - Acts as department liaison with other departments and agencies.
  - Processes all personnel and purchasing transactions following institutional policies and procedures.
  - Determines work priorities and assigns work.
  - Ensures effective operation of department.
  - Attends required meetings and performs necessary tasks related to meetings. Takes, transcribes, and distributes minutes for meetings.
  - Performs other duties as assigned.

**Knowledge, Skills & Abilities**

- Work:
  - Demonstrates flexibility and adaptability to fluctuating workload and prioritizes job duties.
  - Operates and manages departmental office equipment.
  - Performs other duties as assigned.
  - Handles multi-line telephone and takes messages or answers questions as necessary, including patient related calls and appointments.
  - Receives, sorts, and distributes incoming mail; makes copies; faxes documents; maintains files; and enters data into computer systems.
  - Types correspondence, memorandums, grants, manuscripts, book chapters, etc. from complex rough drafts, which may involve special handwriting, medical or scientific terminology; ensures correct format, grammar, punctuation, and spelling.
  - Types correspondence, memorandums, grants, manuscripts, book chapters, etc. from complex rough drafts, which may involve special handwriting, medical or scientific terminology; ensures correct format, grammar, punctuation, and spelling.

**Other Duties:**

- Performs other duties as assigned.

- Other Duties:
  - Performs other duties as assigned.
- Demonstrates flexibility and adaptability to fluctuating workload and prioritizes job duties.
- Operates and manages departmental office equipment.
- Performs other duties as assigned.

**Education and Experience**

- High school school diploma or equivalent required; College degree preferred. Three (3) to five (5) years related experience or combination of education and skills and basic writing ability and accurate spelling required.
- May consider higher education completed in lieu of minimum requirements.

**Security**

- This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.
<table>
<thead>
<tr>
<th>Position</th>
<th>Start Date</th>
<th>End Date</th>
<th>Hours/Week</th>
<th>Rate</th>
<th>Total Pay</th>
<th>Benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hospital Classified Salary Plan</td>
<td>2023-01-01</td>
<td>2024-12-31</td>
<td>Full-Time</td>
<td>$7,371.50</td>
<td>$89,267</td>
<td>University Health</td>
</tr>
<tr>
<td>Temporary Salary Plan</td>
<td>2023-01-01</td>
<td>2023-12-31</td>
<td>Full-Time</td>
<td>$438.52</td>
<td>$5,222.24</td>
<td>University Health</td>
</tr>
<tr>
<td>University Classified Sal Pln</td>
<td>2023-01-01</td>
<td>2024-12-31</td>
<td>Full-Time</td>
<td>$44,501.60</td>
<td>$50,858</td>
<td>University Health</td>
</tr>
<tr>
<td>Administrative Fellow</td>
<td>2023-01-01</td>
<td>2023-12-31</td>
<td>Full-Time</td>
<td>$208.99</td>
<td>$2,407.68</td>
<td>University Health</td>
</tr>
</tbody>
</table>

Program: Provides an opportunity employer, UT Southwestern prohibits unlawful discrimination, including discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, citizenship status, and protected veteran status. In addition, it is UT Southwestern policy to prohibit discrimination on the basis of sexual orientation or gender identity and expression.

Knowledge, Skills & Abilities
- Work requires thorough knowledge of bookkeeping principles.
- Work requires ability to apply mathematical reasoning to analyze data and determine discrepancies in financial accounts.
- Strong management skills.
- Responsible for proposing changes to their team’s SOP’s and assisting with ensuring compliance with retention guidelines.
- Resolves discrepancies in departmental data, both written and verbal.
- Performs other duties as assigned.

Education:
- Graduate degree from a program which is accredited by the Commission on Accreditation of Healthcare Management Education (CAHME), Association to Advance Collegiate Schools of Business (AACSB)
- May serve as Interim Supervisor or Manager for a hospital and/or ambulatory department.
- May oversee and supervise other employees.
- Other duties as assigned.

Job Duties:
1. Provides response to inbound inquiries from staff, employees and other entities (internal and external).
2. Receive, triage, route or answer tickets and ensuring tickets are answered properly and timely.
3. Assists the Supervisor in responding to the more complicated tickets and projects - level 2 for ServiceNow tickets.
4. Provide guidance to junior team members, which could be answering phone tickets,多人同时使用，可能遇到冲突的问题。
Duties: Performs other duties as assigned. UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. In accordance with provisions of Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

Knowledge, Skills, & Abilities:
- Accuracy and ability to exercise considerable judgment.
- Ability to maintain current customer service, clinical, and technical skills.
- Ability to identify opportunities and provide recommendations for improvement and best practices.
- Ability to work independently and as part of a team.
- Ability to prioritize and manage multiple projects and tasks.
- Strong communication skills, both written and verbal.
- Knowledge of current medical terminology and trends.
- Knowledge of healthcare regulations and policies.
- Ability to handle confidential information.

Conditions:
- Intermittent walking, standing, bending, turning, and stooping.
- Possess near vision acuity to work at computer for long periods.
- Work requires adaptability/flexibility to react positively to changes in work environment.
- Working Conditions:
  - Intermittent walking, standing, bending, turning, and stooping.
  - Possess near vision acuity for accurate reading of patient information.
  - Work requires ability to ensure adherence to all policies and procedures of the Hospital, such as, salary guidelines, accounting regulations, and internal controls policy.
  - Work requires ability to provide a customer service orientated experience and deliver service excellence.
  - Work requires ability to maintain medical records for patients referred for investigational purposes.
  - Work requires ability to interpret test results and identify deviations from normal in-body systems and refer to appropriate medical/social resources.
  - Work requires ability to initiate and manage preventative healthcare interventions.
  - Work requires ability to function as a liaison with other departments across the hospital and campus.
  - Work requires ability to coordinate support for staffing needs or nursing administration.
  - Work requires ability to attend required meetings and perform necessary duties.

Licensure/Certification:
- Licensure as Advanced Practice Registered Nurse by Texas State Board of Nursing.
- Authorization for prescriptive authority by the Texas Board of Nursing.
- Required: Minimum of one year experience as an Advanced Practice Provider.
- Must hold and maintain current applicable life support certification(s) based on UT Southwestern guidelines for Advanced Practice Providers.
- Must be consistent with clinical practice area and patient population.

Experience and Education:
- Master's degree or higher in nursing, documentation of completion of accredited Advanced Practice Education Program.
- Graduate education and related Texas Board of Nursing authorization must be consistent with clinical practice area and patient population.

Other:
- May include one or more of the following core functions: (a) Directly interacting with or caring for patients; (b) Directly interacting with or caring for human-subjects research participants; (c) Regularly maintaining, modifying, releasing or similarly affecting patient records (including patient financial records); or (d) Regularly maintaining, modifying, releasing or similarly affecting human-subjects research records.
- Performs other duties as assigned.
- Other may include one or more of the following core functions:
  - Directly interacting with or caring for patients.
  - Directly interacting with or caring for human-subjects research participants.
  - Recognizing deviations from normal in-body system and referring to appropriate medical/social resources.
  - Initiating and managing preventative healthcare interventions.
  - Performs other duties as assigned.

UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. As an equal opportunity employer, UT Southwestern does not discriminate on the basis of age, color, gender, gender identity, sexual orientation, disability, national origin, race, religion, citizenship status, or veteran status.
environment that provides equal opportunity to all members of the University community. As an equal opportunity employer, UT Southwestern prohibits unlawful discrimination, including discrimination on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, citizenship status, or veteran status.

The University prohibits unlawful discrimination, including discrimination on the basis of race; color; religion; national origin; sex; sexual orientation; gender identity; gender expression; age; disability; genetic information; or veteran status, in employment and education programs and activities. The University is committed to the achievement of equal opportunity in employment, education, and other programs or activities. The University complies with all applicable federal and state laws concerning civil rights, employment, and education.

Candidates are new nurse graduates with a minimum of a Bachelor’s degree who have graduated from an accredited program. If you are an advanced practice provider, you must be licensed as an Advanced Practice Registered Nurse or a Physician Assistant. If you have completed your advanced practice education, you must have completed your residency or fellowship training. If you are a new graduate, you must have completed your clinical rotations and have a passing clinical examination score. You must also have a current CPR certification, course accredited by the American Heart Association or American Red Cross. You must also have a current Texas Registered Nurse license or a Texas Physician Assistant license, as applicable.

Basic Life Support (BLS) Certification, course accredited by the American Heart Association (AHA) or American Red Cross, prior to hire and/or placement in job. Demonstrated proficiency with computer skills and software programs, including Microsoft Office and EHR systems.

Security
This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

Salary
Salary Negotiable

Experience and Education
Graduate of an accredited program in nursing or a related field and licensed as a nurse practitioner from an accredited program. Prior clinical experience as an RN or in a related field is preferred. Must be proficient in general ultrasound and/or specialty ultrasound imaging and diagnostic skills. Experience in obstetrics, gynecology, and/or women’s health is preferred.

LICENSURE/CERTIFICATION
Licensure as Advanced Practice Registered Nurse by Texas State Board of Nursing. Authorization for prescriptive authority by the Texas Board of Nursing. Must hold and maintain current applicable life support certification(s) based on UT Southwestern guidelines for Advanced Practice Providers.

EXPERIENCE
5 years relevant clinical experience required

Job Duties
Obtains and records complete medical history. Performs physical exams according to departmental and research protocols. Develops and implements patient management plans and intervention protocols. Documents interventions and modifications to the plan of care in an accurate and timely manner. Adheres to appropriate clinic, hospital and/or Department of Nursing policies, procedures, and guidelines. Utilizes critical thinking skills in planning and prioritizing nursing care. Maintains and utilizes competencies per unit or clinic specific training. Participates in educational programs and continuing education activities. Participates in research activities as assigned. Participates in onboarding and trainee education. Helps communicate new service line and protocol changes to ultrasound staff and/or providers. Participates directly in advanced techniques such as contrast-enhanced, 3D, and musculoskeletal ultrasound. Reviews patient clinical history, including signs and symptoms, to ensure complete patient history and aid in appropriate billing of examination. Reviews prior relevant reports and studies. Determines work methods and approaches to work problems. Working Conditions
Work is performed primarily in clinical environment. The incumbent may be exposed to body fluids and infectious diseases.

Any qualifications to be listed here.

5. Tracks data regarding intakes and referral sources. May participate in patient outreach and marketing efforts. 6. Sees patients in clinic as needed and as back up. 7. Maintains complete and accurate records of contacts with patients whether in person or by telephone. 8. Attends all required didactic, educational and conferences as assigned. 9. Duties performed may include one or more of the following core functions: (a) Directly interacting with or caring for patients; (b) Directly interacting with or caring for human-subject research participants; (c) Performing services that support clinical research.

8. Duties performed may include one or more of the following core functions: (a) Directly interacting with or caring for patients; (b) Directly interacting with or caring for human-subject research participants; (c) Performing services that support clinical research.

Security
This position is security-sensitive and thereby subject to the provisions of Texas Education Code 51.215. UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. In accordance with federal and state law, the University prohibits unlawful discrimination, including harassment, on the basis of: race; color; religion; national origin; sex; sexual orientation; gender identity; gender expression; age; disability; genetic information; citizenship status, or veteran status.
<p>| Job Title | Date | Start Date | End Date | Weekly Hours | Weekly Pay | Monthly Pay | Annual Pay | Plant ID | Office | Agent Type | Contract Code | Contract Grade | Contract Level | Contract Unit | Contract Department | Contract Location | Contract Title | Contract Type | Contract Hours | Contract Days | Contract Notes |
|-----------|------|------------|----------|-------------|------------|------------|-----------|----------|---------|------------|---------------|----------------|---------------|---------------|---------------|-----------------|-----------------|---------------|---------------|---------------|---------------|---------------|</p>
<table>
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<tr>
<th>Position</th>
<th>Hourly Rate</th>
<th>Weekly Hours</th>
<th>Total Compensation</th>
<th>Notes</th>
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<tbody>
<tr>
<td>Ambulatory Nurse</td>
<td>$27.46</td>
<td>35</td>
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<td>PRN Nurse-Level 1</td>
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<tr>
<td>Security</td>
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<td>$7,562.17</td>
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<tr>
<td>HOSP</td>
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<tr>
<td>NURS</td>
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<td></td>
<td>$10,839.42</td>
<td></td>
</tr>
</tbody>
</table>

**Job Duties:**
- Inspects equipment and facilities visually and physically to ensure patient safety and proper functioning of equipment.
- Maintains adequate stock of supplies as required for work area.
- Attends and participates in meetings.
- Performs other duties as assigned.

**Knowledge, Skills, & Abilities:**
- Good organizational skills.
- Ability to maintain current customer service, clinical, and technical skills by attending training programs and seminars to continue level of competency and proficiency.
- Proficiency in electronic medical record documentation.
- Works with the multidisciplinary care team to facilitate patient care.
- Ability to care for and treat patients in accordance with established protocols, accepted nursing standards, and instructions from physicians and/or nurses.
- Work requires verbal and written communication skills.
- Work requires good organizational skills.
- POCT designee to train and recertify users.

**Conditions:**
- This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.
- Inspections, maintenance, and training of equipment may be performed by medical professionals or non-medical personnel with appropriate training and competency verification.

**Other Duties:**
- Performs other duties as assigned.
- UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community.

**Summary:**
- This position works under general supervision and performs various administrative and support duties. The nurse is responsible for the day-to-day operations of the clinical area, including patient care, supplies management, and equipment maintenance. The nurse collaborates with the multidisciplinary care team to ensure patient safety and adherence to established protocols.

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<table>
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<tr>
<th>Position</th>
<th>Hourly Rate</th>
<th>Weekly Hours</th>
<th>Total Compensation</th>
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<td>NURS</td>
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</table>

**Job Duties:**
- Inspects equipment and facilities visually and physically to ensure patient safety and proper functioning of equipment.
- Maintains adequate stock of supplies as required for work area.
- Attends and participates in meetings.
- Performs other duties as assigned.

**Knowledge, Skills, & Abilities:**
- Good organizational skills.
- Ability to maintain current customer service, clinical, and technical skills by attending training programs and seminars to continue level of competency and proficiency.
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**Job Duties**
- Assists during induction and sets up general anesthesia cases.
- Maintains and calibrates monitoring equipment.
- Follows established protocols for patient assessment skills.
- Communicates in a professional, diplomatic, empathetic, and tactful manner using preferred method and level as applicable to the job.
- Critical Thinking & Judgement - Able to make well-reasoned, sensible, and timely decisions based on departmental and university guidelines.
- Manages upkeep of the space and assures its compliance with laws and safety regulations.
- Develops and manages the operational budget in collaboration with the division administrator.
- Determines acceptance of deceased donors who are not enrolled in program.
- Meets and/or contacts next-of-kin to obtain additional needed information to complete first call sheet, death certificate, cremation forms, and the report of death.
- Assists in embalming, dissection, storage, and preservation of cadaver.
- Conducts research to develop or improve analytical techniques, methodology, procedures.
- Investigates application of instruments in analysis.
- Asssembles and maintains equipment in accordance with specifications for analyzing data.
- Requires verbal, computer, and other technical skills.
- Requires ability to multitask.
- Requires wide range of physical activities.
- Working Conditions - Work is conducted in a managed environment with a variety of working conditions.
- This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.
- Salary - Salary Negotiable.
- Experience and Education - Completion of two (2) years of college to include courses in biology, chemistry, or related subjects, graduation from accredited school of mortuary science with one (1) year related work experience.
<table>
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<th>Code</th>
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<th>Description</th>
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<tbody>
<tr>
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<td>UNIV University Classified Sal Pln</td>
<td>University Classified Salary Plan, responsible for coordinating and managing the financial aspects of the university's employees, ensuring that salaries are calculated accurately and paid on time. This role requires strong financial management skills, the ability to interpret and analyze financial data, and excellent communication skills to work effectively with various departments within the university.</td>
</tr>
<tr>
<td>5H5</td>
<td>5H10 Animal Technician SR Animal Care Attendant</td>
<td>Animal Care Attendant, responsible for providing coordination in all aspects of animal allocation and care. This role involves working under limited supervision, providing care and support for animals in quarantine, isolation, biohazard, or barrier-sustained areas. Requires knowledge of system integration and dependencies, change management processes, and thorough documentation of system issues.</td>
</tr>
</tbody>
</table>
functions; acts as directed, as media spokesperson for the police department. Conducts directs and reviews investigations of officer and staff misconduct within the police department and makes disciplinary action recommendations to
administrative guidance for the control of budget expenditures. Directs the preparation of a variety of records and reports relating to departmental activities; prepares reviews and presents reports and other necessary correspondence; 

Security  This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information
Salary   Salary Negotiable  Experience and Education  High school

...
ASSIST REGISTRAR

- Supervises and coordinates work of clerical staff, making work assignments and reviewing work both in process and upon completion.
- Performs other duties as assigned.

**Other Duties:**
- Performs other duties as assigned.
- Supervises and coordinates day-to-day operations of Registrar's Office such as "..."
- Monitors and maintains department budget to insure adherence with respect to State moneys, non-State funds, M&O account, etc.
- Performs duties in various student activity areas as assigned by...
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<th>Name</th>
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**University Classified Sal Pln**

Salary: $39,986.00

Pay Period Base: $1,999.00

Pay Period Amount: $1,999.00

**Notes:**

- University Classified Sal Pln
- Salary Negotiable
- Summary: Works under minimal supervision to ensure that all procedures are followed in order to achieve the University's objectives.
- Duties:
  - Maintains knowledge of health codes and technical ability to make minor repairs to equipment.
  - Works in a cafeteria/food service setting.
  - Good communication skills are required.
  - Works with minimal supervision.

---

**Information Technology Support**

Salary: $39,986.00

Pay Period Base: $1,999.00

Pay Period Amount: $1,999.00

**Notes:**

- University Classified Sal Pln
- Salary Negotiable
- Summary: Works under minimal supervision to ensure that all procedures are followed in order to achieve the University's objectives.
- Duties:
  - Provides technical assistance for minor software, hardware, and PC-related issues.
  - Troubleshoots technical problems and implements solutions.
  - Performs software installation, updates, and research.
  - Develops project plans, monitors progress, and manages stakeholder communication.
  - Identifies and mitigates project risks.
  - Collaborates with teams to ensure positive outcomes.

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**Security**

Salary: $39,986.00

Pay Period Base: $1,999.00

Pay Period Amount: $1,999.00

**Notes:**

- University Classified Sal Pln
- Salary Negotiable
- Summary: Works under general direction of
- Duties:
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**Support and Troubleshooting**

Salary: $39,986.00

Pay Period Base: $1,999.00

Pay Period Amount: $1,999.00

**Notes:**

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**Information Technology Support**

Salary: $39,986.00

Pay Period Base: $1,999.00

Pay Period Amount: $1,999.00

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Salary: $39,986.00

Pay Period Base: $1,999.00

Pay Period Amount: $1,999.00

**Notes:**

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- Duties:
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  - Develops project plans, monitors progress, and manages stakeholder communication.
  - Identifies and mitigates project risks.
  - Collaborates with teams to ensure positive outcomes.
| Code   | Title                        | Pay Rate | Benefits | Hours | Overtime | 40 Hours | 50 Hours | 60 Hours | 70 Hours | Total Pay Rate | Benefits | Hours | Overtime | 40 Hours | 50 Hours | 60 Hours | 70 Hours | Total |
|--------|------------------------------|----------|----------|-------|----------|----------|----------|----------|----------|---------------|----------|-------|----------|----------|----------|----------|----------|-------|-------|
| N9807  | COMP Anlst (BILLING)        | $21.11   | $2,000.00| 35.50 | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | $62,597.00   | $6,233.67| 35.50 | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00  |
| N9808  | UNIV Admin Prac/Grp Admin    | $20.97   | $2,000.00| 35.50 | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | $62,597.00   | $6,233.67| 35.50 | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00  |
| N9809  | UNIV Admin Prac/Grp Admin    | $20.97   | $2,000.00| 35.50 | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | $62,597.00   | $6,233.67| 35.50 | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00  |
| N9809  | UNIV Admin Prac/Grp Admin    | $20.97   | $2,000.00| 35.50 | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | $62,597.00   | $6,233.67| 35.50 | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00  |
| N9809  | UNIV Admin Prac/Grp Admin    | $20.97   | $2,000.00| 35.50 | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | $62,597.00   | $6,233.67| 35.50 | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00  |
| N9809  | UNIV Admin Prac/Grp Admin    | $20.97   | $2,000.00| 35.50 | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | $62,597.00   | $6,233.67| 35.50 | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     | 0.00  |

**BILLING COMPLIANCE ANALYST III**

- Serves as team leader and project manager while conducting complex billing compliance reviews or other assigned projects.
- Conducts complex reviews of Physician Practice Plan and University Hospital billing compliance activities in accordance with applicable laws, regulations, rules or policies.
- Evaluates effectiveness of Physician Practice Plan and University Hospital compliance activities.
- Assists in conducting investigations of alleged breaches of billing compliance policies.
- Assists in developing corrective action plans to assist in resolving problems related to billing compliance.
- Assists clinical departments with revisions to departmental compliance plans and compliance training.
- Investigates telephone calls, written notes, and other reports of possible noncompliance to determine university's exposure to corrective action.
- Develops corrective action plans for specific billing compliance needs.
- Conducts complex reviews of Physician Practice Plan and University Hospital compliance activities.
- Evaluates effectiveness of Physician Practice Plan and University Hospital compliance activities.
- Assists in conducting investigations of alleged breaches of billing compliance policies.
- Assists in developing corrective action plans to assist in resolving problems related to billing compliance.
- Assists clinical departments with revisions to departmental compliance plans and compliance training.
- Investigates telephone calls, written notes, and other reports of possible noncompliance to determine university's exposure to corrective action.
- Develops corrective action plans for specific billing compliance needs.

**MINIMUM QUALIFICATIONS**

- Bachelor's degree in Health Care Administration, Business Administration, or related field with five years of relevant experience in health care administration.
- Master's degree in Health Care Administration, Business Administration, or related field with three years of relevant experience in health care administration.
- Additional job-related experience may be considered in lieu of education.Only professional medical coding certification is required. Additional certification in the following areas is desirable: Certified Coding Specialist (CCS), Certified Professional Coder (CPC), or Certified Medical Coder (CMC).

**Additional Information**

- All UT Southwestern employees are expected to maintain a professional demeanor and appearance at all times.
- This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

**UT Southwestern Medical Center**

- UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. In accordance with federal and state law, the University prohibits discrimination on the basis of sex, race, color, national origin, age, religion, disability, sexual orientation, gender identity, or gender expression. All membranes are evaluated without regard to these factors.

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University Classified Salary Plan

Aux Supp Services-Logistics Coord
5E12
$22.79
$95,576.00
T19
$3,332.17
U5041
$264.13
$7,207.33
Medical Technician-Biomed
$15.19
$245.40
U2024
$3,291.67

Hospital Classified Salary Plan

A-Ability, Attitude and Accountability: In keeping with a professional healthcare environment, all employees are expected to have the ability to perform their jobs and to appear and conduct themselves in a professional and respectful manner. This position requires the ability to work with tight deadlines, the ability to adapt to change and manage stressful situations, and the ability to make sound and timely decisions independently. The ability to work effectively within a team environment is also essential.

Analytical and PC skills: Excellent judgment, professionalism, and customer service skills. Must be able to read, write, and speak English. Superior interpersonal skills.

The following is the acronym, “PACT”, and is fundamental to all clinical engineering, biomed technicians with pickup and delivery of clinical assets/hospital equipment requested or scheduled for repair/preventative maintenance, lead times, and parts inventory availability on hand. Keep accurate records to ensure compliance. Creates and implements safety plans and projects. Performs and facilitates risk assessment to provide counsel to research personnel and Facilities planners regarding the implementation of appropriate biosafety standards.

Security
This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

Salary
Salary Negotiable

Summary
Works under the direct supervision of a senior Biomedical Engineering Technologist, referencing policies, procedures, and standards that support the UT Southwestern Medical Device Maintenance Plan. Experience and Education: Must be actively enrolled and pursuing an Associate's Degree in Biomedical Equipment Technology, Clinical or Electrical Engineering, or similar field, OR Applicable Military Training and experience. Three (3) years of Healthcare Environment experience required. An equivalent combination of education and/or directly related experience may be substituted in lieu of stated minimum experience requirments. Basic knowledge of biological hazards in the laboratory and techniques for controlling and reducing these hazards, including proper use of personal protective equipment is mandatory. Keep current with applicable laboratory safety regulations and guidelines.

Equipment asset classes: Prioritizes service calls and unscheduled maintenance or repairs while ensuring responses are within acceptable guidelines and time limits as required by the user department/unit. Assists with the design and requirements. Successful completion and maintenance of CBET certification (Certified Biomedical Engineering Technician) preferred. Must have valid State of Texas Driver's License.

Job Duties
Installs, repairs, and maintains all clinical biomedical equipment and instrumentation used for the diagnosis, monitoring, treatment, or care of patients. Performs and facilitates risk assessment to provide counsel to research personnel and Facilities planners regarding the implementation of appropriate biosafety standards. Responsible for interfacing with customers, hospital staff, vendors, and Biomed department technicians to handle all repair and maintenance requests and prevents downtime of equipment to patient care.

Working Conditions
Work is performed primarily in a hospital or hospital clinic environment. Walking, standing, bending, turning and stooping. Any qualifications to be considered as equivalents in lieu of stated minimum experience requirements prior approval of Vice President for Human Resources Administration or his/her designee.

UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. As an equal opportunity/affirmative action employer, UT Southwestern does not discriminate on the basis of age, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, citizenship status or veteran status. Within one and half years of employment. Maintains professional growth and technical expertise and knowledge through seminars, conferences, and other educational forums. Demonstrates commitment to organizational Values of Patient Care, Quality, Safety, Teamwork, Commitment to Excellence, Respect and Appropriate Confidentiality, T-Teamwork: In our medical environment, our patients regard every employee they encounter as a member of the Southwestern Medical Center team. Our goal is to individually work hard to ensure that our patients receive the best healthcare possible.
Hospital Classified Salary Plan

Medical Technician-Biomed

Salary: $58,363.00
Location: Hospital

Job Duties:
- Assists in the setup and operation of medical equipment.
- Performs diagnostic testing and quality control procedures.
- Maintains records and files related to patient care.

Requirements:
- Associates Degree in Biomedical Technology.
- Certification as a Biomedical Equipment Technician (CBET) preferred.
- Licensure as Registered Nurse by Board of Nurse Examiners for State of Texas, and a current Basic Life Support (BLS) certification, course accredited by the American Heart Association (AHA) or American Red Cross.
- Experience and Education:
  - BSN required.
  - Seven (7) years oncology nursing experience to include five (5) years BMT/Hematologic Malignancies and transplant coordination experience required.

Note: This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.
Continuity planning practices. With the individual business unit staff, plans and conducts departmental recovery plan exercises. Develops instructional material that assist UTSW employees in preparing their departmental business.

Duties
- Acts as the advanced technical lead of applications including system design, development and testing; designs all proposed technical changes to system architecture.
- Oversees upgrade of major applications to ensure system.
- Assists lower grade in analyzing and resolving problems.
- Compiles complete, concise, and comprehensive policies and operation procedures.
- Develops.
- Maintains and tracks accounts assigned to projects or programs.
- Performs other duties as assigned.

Other Duties:
- Performs other duties as assigned.
- UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. In accordance with federal and state law, the University prohibits unlawful discrimination, including discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, citizenship status, or veteran status.
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Security This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

Salary Salary Negotiable

Experience and Education

Bachelor’s degree in business administration, management information systems, or related field, and two (2) years’ experience in business operations analysis or process improvement, required. Applicants without the stated required degree, but with six (6) years’ experience, may qualify for this position. Knowledge of and skills in Microsoft Office applications, including Word, Excel, and Access, and experience in one or more of these applications to ensure the efficient operation of a business unit, is required. A demonstrated ability to analyze and solve problems is essential. Knowledge of and proficiency in using vendor software, including e-procurement systems, to ensure the efficient operation of a business unit, is required. Experience in performing analyses and generating reports to ensure the efficient operation of a business unit, is required. A demonstrated ability to manage and coordinate major business initiatives, to ensure the efficient operation of a business unit, is essential. A demonstrated ability to provide information to staff in a way that maximizes productivity, efficiency and cost-effectiveness, is essential. A demonstrated ability to deal with decentralized or single department business resources, such as a medical clinic. Provides expert technical assistance related to business continuity planning to departments throughout UTSW who are preparing, testing, and conducting business continuity drills, required. This must be performed under moderate supervision to ensure business continuity.
Security
This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

Salary
Salary Negotiable

Experience and Education
Bachelors degree or 5 years related experience. Knowledge of medical terminology. Must be able to read, write and communicate in English.

Duties
work as a team to effectively, efficiently, and to the satisfaction of customers, or managers. They show initiative in addressing areas of concern before they become problems.

A-Ability, Attitude and Accountability: Employees exhibit ability to perform their job duties, meet registry requirements, provide on-call coverage as deemed appropriate by team, perform other duties as assigned.

**KNOWLEDGE, SKILLS, & ABILITIES**

- Computer skills including EMR (EPIC); Basic Excel
- Presentation skills, with regard to their ability to instruct others and present ideas
- Basic math skills including: addition, subtraction, division and multiplication
- Understanding of the patterns of referring physicians
- Knowledge of referral tracking and data organization

**ESSENTIAL FUNCTIONS**

- Receives and provides immediate responses to inquiries and patient referrals. Establishes immediate relationship between referral sources and hospital.
- Serve as a liaison between referring physicians, hospital and specialty programs.
- Serve as support for our co-workers, and to achieve not only excellent patient care and service, but also a satisfying, caring environment for each other.

**WORKING CONDITIONS**

- Work is performed primarily in a hospital or hospital clinic environment.
- Walking, standing, bending, turning and stooping. Pushing and pulling heavy objects such as patient beds. Must be able to help lift and turn patients.

**QUALIFICATIONS**

- EDUCATION/EXPERIENCE
  - Bachelor's degree in Nursing, BSN required; Three (3) years Nursing experience. Cardiology/Cardiovascular preferred. Basic Life Support (BLS) certification, course accredited by the American Heart Association (AHA) or American Red Cross (ARC) required.
  - Coordinate efforts with Health System Physician Referring Service, Health System liaisons, RN coordinators and clinic management to provide stream-lined, efficient systems of referral management and service recovery.
  - Responsible for training future/new coordinators, Development and maintenance of process maps detailing throughput from intake to procedure, Development and maintenance of education materials for staff and physicians.

**Security**

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where there is high medical risk involved; assists patients in rescheduling and keeping new appointments. Completes patient forms and records; prepares chronological notes on each assigned patient; completes daily and weekly

Security
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Salary
Salary Negotiable

Experience and Education
Graduation

components and systems. 2. Designs and builds tables, doors, shelves, bookcases and a wide variety of specialized fabrications. 3. Builds metal stud, sheet rock walls, install metal doorjambs, window frames, ceilings and various articles

of the University community. In accordance with federal and state law, the University prohibits unlawful discrimination, including harassment, on the basis of: race; color; religion; national origin; sex; including sexual harassment; age; disability; genetic information, and/or other protected status as defined by law.

Security
This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information

Salary
Salary Negotiable

Experience and Education
Graduate of an accredited Nursing program, BSN required. Must be able to read, write, and communicate in English. Current Texas (or BNE Compact State) license; Current Basic Life Support (BLS); and

Advanced CPI certification within 6 months of hire.

Job Duties
Leads multidisciplinary team in developing, refining, updating, and communicating multidisciplinary treatment plan of care for defined patient population. Ongoing monitoring of the plan and care coordination needs are documented in discharge instructions and that those elements are understood by patients and family/caregiver. Collaborates with physicians, unit manager, unit staff, and interdisciplinary team to ensure safe discharge. Responsible for ensuring that discharge instructions related to care coordination needs are documented in discharge instructions and that those elements are understood by patient and family/caregiver. Collaborates with physicians, unit manager, unit staff, and interdisciplinary team to ensure safe discharge.

**Other Duties:** Performs other duties as assigned.

UT Southwestern Medical Center is committed to an educational and working environment that recognizes and values individual differences. We are an equal opportunity employer, and on the basis of race, color, national origin, age, gender, sexual orientation, gender identity, disability status, protected veteran status, or other non-merit factors. We promote a healthy work life balance and diversity and inclusion in all that we do. To learn more, please refer to our Code of Conduct: http://www.utsouthwestern.edu/code-of-conduct.

UT Southwestern Medical Center participates in the U.S. government’s Electronic Employment Eligibility Verification program (E-Verify).UT Southwestern Medical Center participates in the U.S. government’s Electronic Employment Eligibility Verification program (E-Verify).

In addition to our benefits Our benefits include medical, vision, dental insurance, 25 days of annual leave, 20 days of sick leave, and 11 holidays. UT Southwestern Medical Center participates in the U.S. government’s Electronic Employment Eligibility Verification program (E-Verify).UT Southwestern Medical Center participates in the U.S. government’s Electronic Employment Eligibility Verification program (E-Verify).
### Salary Information

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<th>Position</th>
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<th>Job Title</th>
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### Duties

- Decontaminates instruments, supplies, and equipment per manufacturer’s instructions and departmental policies and procedures.
- Inspects decontaminated items for cleanliness and damages.
- Identifies proper method of packaging.
- Removes and replaces IV bags and tubing sets. Installs new sets and prepares chest sets. Prepares infusion pumps.
- Prepares IV fluids (including blood products).
- Handles blood products (including blood products).
- Performs point of care testing.
- Performs other duties as assigned.

### Knowledge, Skills & Abilities

- Strong knowledge in the review and understanding of legal contracts, terms, and conditions.
- Ability to work well under pressure.
- Ability to prioritize tasks.
- Ability to troubleshoot and problem solve.

### Education & Experience

- High School
- Certified Texas Purchasing Manager or Certified Texas Contract Developer within 18 months of hire (or 3 attempts at the certification exam) by internal scheduling.
- PMP Certification & Healthcare related experience preferred.
- Prefer Certified GSP, Certified Pharmacy Intern, or Certified Pharmacy Technician.

### Security

This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

### Salary

Salary Negotiable

### Experience and Education

- High School
- Certified Texas Purchasing Manager or Certified Texas Contract Developer within 18 months of hire (or 3 attempts at the certification exam) by internal scheduling.
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### Salary

Salary Negotiable
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<th>Hourly Rate</th>
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- Assumes responsibility for training, or one (1) year experience patient care in a physician office practice. Medical Assistant certification and maintenance of current certified status obtained through one of the following: The American Association of Medical Assistants (AAMA) or the National Healthcareer Association (NHA).
- May include one or more of the following core functions: a) Directly interacting with or caring for patients; b) Directly interacting with or caring for human-subjects research participants; c) Regularly maintaining, modifying, releasing or deleting personal health information from patient medical records.
- Ensures schedule is up to date & patient procedure log completed. Is consistently thorough in completion of scheduling duties to include adding patients to schedule, changing times/dates, cancelling patient procedures, documenting completion of patient care tasks in medical records, and reinforcing education.
- Collect, label, appropriately prepare and send samples to the appropriate lab.
- Enters all treatment data into the designated clinical application or logs accurately and in a timely manner.
- Conducts all tasks necessary for preparation for dialysis treatment and document where appropriate.
- Ensures accuracy and completeness of unit records.
- Maintain timely and accurate preparation of progress reports, statistical data and projects which support research, clinical, and technical needs.
- Immediate response required for code blues, code stroke, end-of-life requests and time sensitive requests. Ability to triage requests, maintain pager responsibilities as assigned and return calls within the next business day.
- Ensures schedule is up to date & patient procedure log completed. Is consistently thorough in completion of scheduling duties to include adding patients to schedule, changing times/dates, cancelling patient procedures, documenting completion of patient care tasks in medical records, and reinforcing education.
- Must be continuously available, remain open, aware of current events in order to be able to promptly respond and provide quality care.
- May include one or more of the following core functions: a) Directly interacting with or caring for patients; b) Directly interacting with or caring for human-subjects research participants; c) Regularly maintaining, modifying, releasing or deleting personal health information from patient medical records.
- Ensures schedule is up to date & patient procedure log completed. Is consistently thorough in completion of scheduling duties to include adding patients to schedule, changing times/dates, cancelling patient procedures, documenting completion of patient care tasks in medical records, and reinforcing education.

Education Required: Master of Divinity, Philosophy or Counseling degree from a Council for Higher Education (CHEA) accredited institution or other Association of Professional Chaplains (APC) approved degree. Four (4) units of Clinical experience in a hospital or hospital-based setting is required.
CHANGE MANAGEMENT PRACTITIONER SENIOR

Responsibilities:
1. Requires the ability to communicate clearly and effectively with people, not only at the executive level but also across departments and disciplines in the organization. Requires the ability to communicate complex ideas and concepts in a concise manner.
2. Requires the ability to influence others and move toward a common vision or goal. Requires the ability to adapt to new situations, challenges, and constraints. Requires the ability to manage stress and remain calm in fast-paced environments.
3. Requires the ability to establish and maintain strong relationships. Requires the ability to work effectively in teams and lead others. Requires the ability to support, motivate, and encourage others.

Qualifications:
- Bachelor's degree in a relevant field.
- 5+ years of experience in change management or a related field.
- Project management certification (PMP) preferred.
- Familiarity with change management methodologies and tools.
- Excellent written and verbal communication skills.
- Ability to work independently and in a team environment.
- Excellent organizational and time management skills.

The Change Management Practitioner plays a key role in ensuring projects (change initiatives) meet objectives on time and on budget by increasing employee adoption and usage. This role focuses on the people side of change, which involves preparing, supporting, and equipping people to adopt and use changes to business processes, systems and technology, job roles, organization structures, and more. The primary responsibility will be creating and implementing change management strategies and interventions to support the success of change initiatives. Change Management Practitioners work closely with project managers to design and deliver change management plans and activities that align with project goals and objectives. They conduct impact assessments, analyze resistance, and design interventions to increase employee buy-in and support. They also facilitate communication and training sessions, provide coaching and support to managers and employees, and conduct follow-up evaluations to measure the effectiveness of change management efforts.

Security

This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

Salary

Salary Negotiable

Experience and Education

Bachelor's degree plus a minimum of (5) or more years of experience as a Business Analyst, Project Manager, Application Support Analyst, or similar role. Experience in project management, change management, and/or IT implementation is preferred.

The Change Management Practitioner plays a key role in ensuring projects (change initiatives) meet objectives on time and on budget by increasing employee adoption and usage. This role focuses on the people side of change, which involves preparing, supporting, and equipping people to adopt and use changes to business processes, systems and technology, job roles, organization structures, and more. The primary responsibility will be creating and implementing change management strategies and interventions to support the success of change initiatives. Change Management Practitioners work closely with project managers to design and deliver change management plans and activities that align with project goals and objectives. They conduct impact assessments, analyze resistance, and design interventions to increase employee buy-in and support. They also facilitate communication and training sessions, provide coaching and support to managers and employees, and conduct follow-up evaluations to measure the effectiveness of change management efforts.

The Change Manager is responsible for ensuring that the change process within the organization is effective and efficient. This includes coordinating with project managers and other stakeholders to identify change initiatives and develop plans to implement them. Change Managers work closely with project managers to ensure that change plans are aligned with project goals and objectives. They conduct impact assessments, analyze resistance, and design interventions to increase employee buy-in and support. They also facilitate communication and training sessions, provide coaching and support to managers and employees, and conduct follow-up evaluations to measure the effectiveness of change management efforts.

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CHIEF DOSIMETRIST

Assignments with substantial independence. Work requires proficiency in the use of computer technology. Work requires ability to read, write, and perform mathematical calculations. Work requires telephone contact with vendors, and members as needed for patient treatment or imaging, quality assurance and research support. Provide special and periodic reports and statistics concerning service quality and maintains technical performance data and other related information.

Design, construct and modify treatment accessories for physics and other department memberships. Administer staff engagement and patient experience surveys and manage responses to them to optimize results. Develops, implements and administers polices/procedures for assigned areas to achieve short and long term goals. Perform mid-term and annual evaluations for dosimetrists with input from the Director of Treatment Planning. Organizes and directs operational processes including: Distribution and review of instructions, materials, supplies, equipment and manuals; management of physical space; management of clinic patient flow; and management of staff and patient safety. Maintain security coordination with a variety of security systems including access control, alarm systems and security procedures. This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

Salary
Salary Negotiable

Summary
The Chief Dosimetrist manages and supervises the dosimetry services of the Department of Radiation Therapy. They are responsible for all aspects of radiation therapy dosimetry including the development and implementation of dosimetry research and quality assurance programs, and for the education and training of dosimetrists.

CHIEF ANESTHESIA TECHNICIAN

This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

Salary
Salary Negotiable

Summary
The Chief Anesthesia Technician is a medical staff position that provides clinical leadership and coordination for the Department of Anesthesia. The position requires the supervision of anesthesia technicians, the coordination of anesthesia services, and the monitoring of anesthesia-related equipment.

Senior Animal Technician

School graduation, vocational school, or GED plus six (6) months experience as a Senior Animal Technician, or equivalent experience. Certification as Assistant Laboratory Animal Technician (ALAT) by the American Association for Laboratory Animal Science (AALAS) is required.

Physiological monitoring of patients undergoing cardiothoracic, neurological, or vascular procedures. Ensures proper placement of anesthesia equipment and supplies within Operating Room suites, radiology, and support service areas. Assists in the management of anesthesia equipment and supplies. Maintains accurate and complete records for monitoring and surveillance of such programs. Maintain computer databases. Assist in specialized monitoring and surveillance programs. Review, comprehend, and comply with all SOPs and quality assurance policies and procedures. Maintain equipment, supplies, and materials used in anesthesia and other services. Maintain accurate and complete records for monitoring and surveillance of such programs. Maintain computer databases. Assist in specialized monitoring and surveillance programs. Review, comprehend, and comply with all SOPs and quality assurance policies and procedures.

This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

Salary
Salary Negotiable

Summary
The Senior Animal Technician is responsible for the maintenance of animal housing facilities, the provision of appropriate care and maintenance of the assigned animal population, and the monitoring of animal health and well-being. The position requires the ability to communicate effectively, work with minimal supervision, and manage multiple tasks simultaneously.

Chemical Safety Officer

The Chemical Safety Officer is responsible for the development and implementation of chemical safety programs, including the development and implementation of chemical safety policies and procedures, the training of personnel in chemical safety, and the monitoring and enforcement of chemical safety policies and procedures. The position requires the ability to communicate effectively, work with minimal supervision, and manage multiple tasks simultaneously.

This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

Salary
Salary Negotiable

Summary
The Chemical Safety Officer is responsible for the development and implementation of chemical safety programs, including the development and implementation of chemical safety policies and procedures, the training of personnel in chemical safety, and the monitoring and enforcement of chemical safety policies and procedures. The position requires the ability to communicate effectively, work with minimal supervision, and manage multiple tasks simultaneously.

Chemical Safety Officer

Bachelor's degree from an accredited college or university in a science field, and three (3) years of experience in chemical safety. Certification as a Certified Industrial Hygienist (CIH) or a Certified Safety Professional (CSP) is preferred.

Tracks items for resolution. Develops chemical sampling plans and performs industrial hygiene sampling. Identifies potential safety hazards, prepares reports on conditions, and takes action to mitigate identified deficiencies with a focus on chemical safety. This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

Salary
Salary Negotiable

Summary
The Chemical Safety Officer is responsible for the development and implementation of chemical safety programs, including the development and implementation of chemical safety policies and procedures, the training of personnel in chemical safety, and the monitoring and enforcement of chemical safety policies and procedures. The position requires the ability to communicate effectively, work with minimal supervision, and manage multiple tasks simultaneously.
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**Answers patient phone calls utilizing UT Southwestern PROS concepts.**

**Schedules patient appointments utilizing demographic and registration best practices model.**

**When necessary, able to problem solve utilizing department Security.**

This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

**Salary:** Salary Negotiable  
**Experience and Education:**  
- High school diploma or GED with prior customer service experience required  
- Bachelor's degree in related field preferred but not required  
- Successful completion of UT Southwestern CSA Career Development Program requirements; and one (1) year experience as CSA II or Float CSA II.  
- Three (3) years' related clinical experience preferred. 

Experience working with multidisciplinary teams, leadership, ethics, wellness, and/or program coordination. 

ESSENTIAL FUNCTIONS  
- Leads all work required to develop, cultivate, and maintain working relationships with physicians, nurses, and other healthcare professionals.  
- Serves as a key member of the Center staff and contributes to the development of the Center's strategic plan.  
- Provides staff recruitment and retention support, including identifying potential candidates and conducting interviews.  
- Manages the day-to-day operations of the Center, including personnel management, budgeting, and resource allocation.  
- Works closely with physicians and nurses regarding patient care issues.  
- Maintains knowledge of relevant CPT and ICD9 codes required for processing patient billing.  
- Ensures charges for services are accurate and complete.  
- Arrives patient in registration system.  
- Ensures all patients are continually informed of their visit status when appointments are delayed.  
- Per department standards, schedules appointments and follow-up visits and/or ensures adequate inventory of items necessary for day-to-day functions of clinic, such as office supplies and patient forms.  
- Ensures patient confidentiality in accordance with HIPAA and UT Southwestern policy.  
- Maintains neatness of customer waiting area; keeps area stocked with pamphlets and other materials as appropriate.  
- Ensures adequate inventory of items necessary for day-to-day functions of clinic, such as office supplies and sample medications.  
- Provides working supervision for Clinic Staff Assistants in training (CSA I's).  
- Performs other duties as assigned.  

UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. In accordance with federal and state law, the University prohibits unlawful discrimination, including harassment, on the basis of: race; color; religion; national origin; sex; including gender identity and gender expression; sexual orientation; veteran status; disability; age; or other status protected by law.  

失业者可能受到保护，其身份、种族、宗教、国籍、性别、性取向、性别认同、年龄、退伍军人身份或法律规定的其他身份可能受到保护。
University prohibits unlawful discrimination, including harassment, on the basis of: race; color; religion; national origin; sex; including sexual harassment; age; disability; genetic information; citizenship status; and protected veteran status. In addition, it is UT Southwestern policy to prohibit unlawful discrimination, including sexual orientation, gender identity, or gender expression.

Security  This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information Salary   Salary Negotiable  Experience and Education  High school Security This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information Salary   Salary Negotiable  Experience and Education  Bachelor’s Security This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information Salary   Salary Negotiable  Experience and Education  Two year degree in Security This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information Salary   Salary Negotiable  Experience and Education  Diploma in Security This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information Salary   Salary Negotiable  Experience and Education

**Other Duties:** Performs other duties as assigned. UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. In accordance with federal and state law, the University prohibits unlawful discrimination, including sexual orientation, gender identity, or gender expression.
CLINICAL PROGRAM COORDINATOR SR

Duties performed may include one or more of the following core functions: (a) Directly interacting with or caring for patients; (b) Directly interacting with or caring for human-subjects research participants; (c) Regularly maintaining, modifying, releasing or similarly affecting patient records; (d) Regularly maintaining, modifying, releasing or similarly affecting human-subjects research records; or (e) Regularly maintaining, modifying, releasing or similarly affecting health-related business records. Performs other duties as assigned.

Knowledge, Skills & Abilities
- Organize, coordinate, and demonstrate judgement, knowledge, and skill in performing core functions.
- Knowledge of software, Regulatory guidelines and certification(s) requirements, processes, and trends for data reporting.
- Knowledge of Performance improvement measures, reference materials, and definitions.
- Proficiency in using data management and querying tools (including patient financial records); or (d) Regularly maintaining, modifying, releasing or similarly affecting human-subjects research records.
- Performs other duties as assigned.

Self-directed and able to organize and manage multiple tasks/projects simultaneously.
- Ability to promote programs and services to the community.
- Ability to maintain strict confidentiality.
- Ability to effectively communicate with multi-agency stakeholders.
- Ability to work in a fast-paced environment.
- Ability to work effectively with various demographics.
- Ability to collaborate effectively with colleagues.

Education/Experience
- Bachelor's degree in a relevant field.
- Minimum of 1 year of experience in a similar role or in a related field.

Southwestern, vendors, and third party payees.
- Work requires ability to stand for long periods of time.
- Work requires ability to lift, push, and/or pull up to 50 lbs.
- Work requires ability to read, write, and perform mathematical calculations.
- Work requires ability to communicate effectively.

CLINICAL PASTORAL EDUCATOR

Duties performed may include one or more of the following core functions: (a) Directly interacting with or caring for patients; (b) Directly interacting with or caring for human-subjects research participants; (c) Regularly maintaining, modifying, releasing or similarly affecting patient records; or (d) Regularly maintaining, modifying, releasing or similarly affecting human-subjects research records. Performs other duties as assigned.

Knowledge, Skills & Abilities
- Self-directed and able to organize and manage multiple tasks/projects simultaneously.
- Ability to promote programs and services to the community.
- Ability to maintain strict confidentiality.
- Ability to effectively communicate with multi-agency stakeholders.
- Ability to work in a fast-paced environment.
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Education/Experience
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- Work requires ability to communicate effectively.

CLINICAL OPERATIONS PROGRAM COORDINATOR EM

Duties performed may include one or more of the following core functions: (a) Directly interacting with or caring for patients; (b) Directly interacting with or caring for human-subjects research participants; (c) Regularly maintaining, modifying, releasing or similarly affecting patient records; or (d) Regularly maintaining, modifying, releasing or similarly affecting human-subjects research records. Performs other duties as assigned.

Knowledge, Skills & Abilities
- Self-directed and able to organize and manage multiple tasks/projects simultaneously.
- Ability to promote programs and services to the community.
- Ability to maintain strict confidentiality.
- Ability to effectively communicate with multi-agency stakeholders.
- Ability to work in a fast-paced environment.
- Ability to work effectively with various demographics.
- Ability to collaborate effectively with colleagues.

Education/Experience
- Bachelor's degree in a relevant field.
- Minimum of 1 year of experience in a similar role or in a related field.

Southwestern, vendors, and third party payees.
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- Work requires ability to lift, push, and/or pull up to 50 lbs.
- Work requires ability to read, write, and perform mathematical calculations.
- Work requires ability to communicate effectively.

CLINICAL OPERATIONS PROGRAM COORDINATOR EM

Duties performed may include one or more of the following core functions: (a) Directly interacting with or caring for patients; (b) Directly interacting with or caring for human-subjects research participants; (c) Regularly maintaining, modifying, releasing or similarly affecting patient records; or (d) Regularly maintaining, modifying, releasing or similarly affecting human-subjects research records. Performs other duties as assigned.

Knowledge, Skills & Abilities
- Self-directed and able to organize and manage multiple tasks/projects simultaneously.
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- Ability to maintain strict confidentiality.
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- Ability to collaborate effectively with colleagues.

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<th><strong>Category</strong></th>
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</table>

The duties of the positions include managing and overseeing the daily operations of the medical record department, ensuring compliance with healthcare regulations, and providing patient care. The responsibilities include managing medical records, scheduling appointments, and maintaining patient records. The positions require strong computer skills and experience in healthcare administration.

The position provides a competitive salary and benefits package, including health insurance, retirement savings plans, and paid time off. The location is [insert location information].

UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. As an equal opportunity employer, UT Southwestern prohibits unlawful discrimination, including discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, or any other legally protected status.

This position requires proficiency in electronic medical record (EMR) software, regulatory guidelines and certification(s) requirements, processes, and trends for data reporting, and advanced experience with using Microsoft Office applications.

Skill requirements include strong computer skills (spreadsheets, databases), strong interpersonal and professional communication skills, and the ability to question and strategically evaluate processes/data to apply evidence-based practice for quality patient outcomes.

Job Duties:
- Expert knowledge in the overall field and clinical performance improvement initiatives to be able to provide comprehensive analytical support
- Demonstrate strong interpersonal and professional communication skills; both written and spoken
- Work with mentor to advance analytical ability sufficient to evaluate data, make sound judgements and recommendations
- Adhere to regulatory and data deadlines
- Participate and collaborate with multi-disciplinary teams to develop and implement evidence-based practices
- Recognize and promote good ideas/solutions

Working Conditions:
- Work is performed primarily remotely
- Any qualifications to be considered as equivalents in lieu of stated minimum require prior approval of Vice President for Human Resources Administration or his/her delegate.
Duties performed may include one or more of the following core functions: a) Directly interacting with or caring for patients; b) Conducting clinical research studies; c) Ensuring quality control of clinical or basic research data in support of multiple and/or complex research studies. 

Experience and Education
Bachelor's degree in medical or science related field and two years clinical research experience.

Knowledge, Skills & Abilities
Work requires knowledge of basic and clinical research terminology, regulations, and procedures. Work requires strong computer skills (spreadsheets, databases, and interactive web-based software). Work requires ability to communicate effectively with various levels of internal and external contacts. Work requires ability to work with sensitive information and ensure compliance with regulatory requirements. Work requires strong organizational skills and attention to detail. Proactively works to maximize results of the team and organization. Follows and understands the regulations for Protected Health Information (PHI). 

Security
This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.
<table>
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<th>Grade</th>
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The position is classified as a University Classified. The University is committed to an educational and working environment that provides equal opportunity to all members of the University community. As an equal opportunity employer, UT Southwestern prohibits unlawful discrimination, including discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, citizenship status, or veteran status.
Ambulatory preferred; one (1) year experience utilizing EPIC EMR; Nursing degree preferred.

**Job Duties**

- Participate in detailed workflow analysis of current state clinical and business operations with supervision.
- Learn to identify gaps and/or group psychotherapy intervention to assigned patients at a level consistent with the standards of care in the clinic. Therapy practice is evidence-based whenever possible, time-limited, and responsive to patients needs.
- Develops and implements workflows and programs that enhance utilization of clinic services and patient centered care.
- Provides independent evaluation, diagnostic clarity and psychotherapy treatment for complex and time-sensitive situations.
- Coordinates testing of new applications and changes to existing applications to ensure integrity and quality of data while providing and/or assisting in training of system users. Defines and develops test scenarios.
- Provides referrals to care as needed based on evaluation of patient needs. Initiates referrals, coordinates services and identify resources to meet patient needs.
- Works closely with clinic leadership team to identify, develop and implement workflows and programs that enhance utilization of clinic services and patient centered care.
- Provides referrals to care as needed based on evaluation of patient needs. Initiates referrals, coordinates services and identify resources to meet patient needs.
- Works closely with clinic leadership team to identify, develop and implement workflows and programs that enhance utilization of clinic services and patient centered care.

**Security**

This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

**Salary**

Salary Negotiable

**Experience and Education**

- High school diploma or equivalent
- Certification (Certified PACS Associate- CPAS, Certified DICOM Integration Professional- CDIP, Certified PACS Systems Analyst- CPSA) or Master's Degree in health informatics, healthcare management, computer science, data science or related field preferred.

**Additional Information**

- Must be registered and credentialed through the appropriate national recognition body (i.e., ABPP, NCC, etc.).
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- Must be registered and credentialed through the appropriate national recognition body (i.e., ABPP, NCC, etc.).
The Cardiovascular Coder (CIRCC) is responsible for coding retrospective outpatient accounts using ICD-10 CM and CPT, in compliance with the Official Coding Guidelines and conventions. Accurately identifies most appropriate Reason for Visit, First Listed (Primary) Diagnosis, and Procedure for the DRG, and all secondary diagnoses to accurately reflect all CC/MCC's, POA status, and Severity of Illness and Risk of Mortality. Accurately abstracts required data elements including, discharge disposition, discharge destination, procedure dates and physician(s), and other key data elements.

**Duties:**
- Performs accurate and timely review of complex coding and abstracting of UTSW medical records.
- Diagnoses the data and abstracts relevant information.
- Codes the medical records using appropriate codes.
- Identifies and reports any missing or incomplete documentation.
- Validates chargemaster driven CPT code assignment.
- Completes review and coding retrospective outpatient accounts using ICD-10 CM and CPT, in compliance with the Official Coding Guidelines and conventions.
- Identifies and reports any missing or incomplete documentation.
- Validates chargemaster driven CPT code assignment.
- Completes review and coding retrospective outpatient accounts using ICD-10 CM and CPT, in compliance with the Official Coding Guidelines and conventions.

**Skills Required:**
- Ability to handle multiple tasks, show initiative, and adjust to changing priorities.
- Strong attention to detail, accuracy, and thoroughness.
- Proficiency in EPIC coding software is preferred. Proficiency in HIPAA is required. May consider education in lieu of experience, or experience in lieu of other criterion.

**Education and Experience:**
- High School Diploma.
- Five (5-7) years acute hospital-based coding experience, Preferred Bachelor's Degree or Associate Degree in Health Information Management and/or closely related field.
- One of the following certifications is required: Registered Health Information Administrator (RHIA), Registered Health Information Coder (RHIC), Certified Professional Coder (CPC), Certified Coding Specialist (CCS), Professional Coder (CPC), and Certified Coding Specialist - Physician Based (CCS-P)

**Other Duties:**
- Performs other duties as assigned.
- Participate in daily meetings to ensure educational and quality goals are met.
- Perform daily audit checks, report and problem solve using discretion, judgment, and professionalism.
- Handle multiple tasks, show initiative, and adjust to changing priorities.
- Audits the work of other coders and shares knowledge and feedback.
- Responds to review and coding retrospective outpatient accounts using ICD-10 CM and CPT, in compliance with the Official Coding Guidelines and conventions.
- Identifies and reports any missing or incomplete documentation and validates chargemaster driven CPT code assignment.

**Job Duties:**
- Performs accurate and timely review of complex coding and abstracting of University of Texas Southwestern Medical Center (UTSW) medical records.
- Diagnoses the data and abstracts relevant information.
- Codes the medical records using appropriate codes.
- Identifies and reports any missing or incomplete documentation.
- Validates chargemaster driven CPT code assignment.
- Completes review and coding retrospective outpatient accounts using ICD-10 CM and CPT, in compliance with the Official Coding Guidelines and conventions.
- Identifies and reports any missing or incomplete documentation.
- Validates chargemaster driven CPT code assignment.
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**Skills Required:**
- Ability to handle multiple tasks, show initiative, and adjust to changing priorities.
- Strong attention to detail, accuracy, and thoroughness.
- Proficiency in EPIC coding software is preferred. Proficiency in HIPAA is required. May consider education in lieu of experience, or experience in lieu of other criterion.

**Education and Experience:**
- High School Diploma.
- Five (5-7) years acute hospital-based coding experience, Preferred Bachelor's Degree or Associate Degree in Health Information Management and/or closely related field.
- One of the following certifications is required: Registered Health Information Administrator (RHIA), Registered Health Information Coder (RHIC), Certified Professional Coder (CPC), Certified Coding Specialist (CCS), Professional Coder (CPC), and Certified Coding Specialist - Physician Based (CCS-P)

**Other Duties:**
- Performs other duties as assigned.
- Participate in daily meetings to ensure educational and quality goals are met.
- Perform daily audit checks, report and problem solve using discretion, judgment, and professionalism.
- Handle multiple tasks, show initiative, and adjust to changing priorities.
- Audits the work of other coders and shares knowledge and feedback.
- Responds to review and coding retrospective outpatient accounts using ICD-10 CM and CPT, in compliance with the Official Coding Guidelines and conventions.
- Identifies and reports any missing or incomplete documentation and validates chargemaster driven CPT code assignment.

**Job Duties:**
- Performs accurate and timely review of complex coding and abstracting of University of Texas Southwestern Medical Center (UTSW) medical records.
- Diagnoses the data and abstracts relevant information.
- Codes the medical records using appropriate codes.
- Identifies and reports any missing or incomplete documentation.
- Validates chargemaster driven CPT code assignment.
- Completes review and coding retrospective outpatient accounts using ICD-10 CM and CPT, in compliance with the Official Coding Guidelines and conventions.
- Identifies and reports any missing or incomplete documentation.
- Validates chargemaster driven CPT code assignment.
- Completes review and coding retrospective outpatient accounts using ICD-10 CM and CPT, in compliance with the Official Coding Guidelines and conventions.

**Skills Required:**
- Ability to handle multiple tasks, show initiative, and adjust to changing priorities.
- Strong attention to detail, accuracy, and thoroughness.
- Proficiency in EPIC coding software is preferred. Proficiency in HIPAA is required. May consider education in lieu of experience, or experience in lieu of other criterion.

**Education and Experience:**
- High School Diploma.
- Five (5-7) years acute hospital-based coding experience, Preferred Bachelor's Degree or Associate Degree in Health Information Management and/or closely related field.
- One of the following certifications is required: Registered Health Information Administrator (RHIA), Registered Health Information Coder (RHIC), Certified Professional Coder (CPC), Certified Coding Specialist (CCS), Professional Coder (CPC), and Certified Coding Specialist - Physician Based (CCS-P)

**Other Duties:**
- Performs other duties as assigned.
- Participate in daily meetings to ensure educational and quality goals are met.
- Perform daily audit checks, report and problem solve using discretion, judgment, and professionalism.
- Handle multiple tasks, show initiative, and adjust to changing priorities.
- Audits the work of other coders and shares knowledge and feedback.
- Responds to review and coding retrospective outpatient accounts using ICD-10 CM and CPT, in compliance with the Official Coding Guidelines and conventions.
- Identifies and reports any missing or incomplete documentation and validates chargemaster driven CPT code assignment.

**Job Duties:**
- Performs accurate and timely review of complex coding and abstracting of University of Texas Southwestern Medical Center (UTSW) medical records.
- Diagnoses the data and abstracts relevant information.
- Codes the medical records using appropriate codes.
- Identifies and reports any missing or incomplete documentation.
- Validates chargemaster driven CPT code assignment.
- Completes review and coding retrospective outpatient accounts using ICD-10 CM and CPT, in compliance with the Official Coding Guidelines and conventions.
- Identifies and reports any missing or incomplete documentation.
- Validates chargemaster driven CPT code assignment.
- Completes review and coding retrospective outpatient accounts using ICD-10 CM and CPT, in compliance with the Official Coding Guidelines and conventions.

**Skills Required:**
- Ability to handle multiple tasks, show initiative, and adjust to changing priorities.
- Strong attention to detail, accuracy, and thoroughness.
- Proficiency in EPIC coding software is preferred. Proficiency in HIPAA is required. May consider education in lieu of experience, or experience in lieu of other criterion.

**Education and Experience:**
- High School Diploma.
- Five (5-7) years acute hospital-based coding experience, Preferred Bachelor's Degree or Associate Degree in Health Information Management and/or closely related field.
- One of the following certifications is required: Registered Health Information Administrator (RHIA), Registered Health Information Coder (RHIC), Certified Professional Coder (CPC), Certified Coding Specialist (CCS), Professional Coder (CPC), and Certified Coding Specialist - Physician Based (CCS-P)

**Other Duties:**
- Performs other duties as assigned.
- Participate in daily meetings to ensure educational and quality goals are met.
- Perform daily audit checks, report and problem solve using discretion, judgment, and professionalism.
- Handle multiple tasks, show initiative, and adjust to changing priorities.
- Audits the work of other coders and shares knowledge and feedback.
- Responds to review and coding retrospective outpatient accounts using ICD-10 CM and CPT, in compliance with the Official Coding Guidelines and conventions.
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**COMPENSATION CONSULTANT LEAD**

- **Highlights:**
  - Consults with clients about business goals and objectives and designs jobs and develops compensation programs and processes to support them.
  - Supports clients during the development of salary structures and other compensation-related projects.

- **Responsibilities:**
  - Conducts compensation surveys and stays current with emerging trends in the compensation industry.
  - Develops and presents compensation plans and strategies to clients.
  -Works with project teams for medium to large telecommunication system changes.

- **Qualifications:**
  - Bachelor's degree in Human Resources, Business Administration, or a related field.
  - 5 years of experience in a human resources position, with at least 3 years in compensation.

- **Salary:**
  - Negotiable

**COMMUNITY OUTREACH SPECIALIST**

- **Responsibilities:**
  - Conducts community outreach programs to promote the mission of reducing health disparities.
  - Supports patient recruitment for community outreach programs.
  - Assists in development and/or promotion of various projects that further the mission of reducing health disparities.

- **Qualifications:**
  - Bachelor's degree in Public Health, Social Work, or a related field.
  - Experience in community outreach or public health.

- **Salary:**
  - Negotiable

**COMMUNITY OUTREACH COORDINATOR - POPULATION SCIENCE**

- **Responsibilities:**
  - Provides patient recruitment opportunities for population science programs.
  - Conducts informational and educational programs for community members.
  - Develops and maintains tracking systems for community outreach.

- **Qualifications:**
  - Bachelor's degree in Public Health, Social Work, or a related field.
  - Experience in community outreach or public health.

- **Salary:**
  - Negotiable

**COMMUNICATIONS SPECIALIST SR**

- **Responsibilities:**
  - Assists in the development and promotion of various projects that promote the mission of reducing health disparities.
  - Supports patient recruitment for community outreach programs.
  - Conducts informational and educational programs for community members.

- **Qualifications:**
  - Bachelor's degree in Communications or a related field.
  - Experience in communications or public relations.

- **Salary:**
  - Negotiable

**COMMUNICATIONS ANALYST**

- **Responsibilities:**
  - Assists in the development and promotion of various projects that promote the mission of reducing health disparities.
  - Supports patient recruitment for community outreach programs.
  - Conducts informational and educational programs for community members.

- **Qualifications:**
  - Bachelor's degree in Communications or a related field.
  - Experience in communications or public relations.

- **Salary:**
  - Negotiable

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- **Highlights:**
  - Leads large-scale and complex compensation projects.
  - Researches and analyzes emerging trends, best practices, and designs, costs, and recommends program changes.

- **Responsibilities:**
  - Maintains survey database by performing benchmark matching and data submission and by influencing survey committees to enhance survey contents with updated information.
  - Supports clients during the Annual Compensation Survey.

- **Qualifications:**
  - Bachelor's degree in Business Administration, Human Resources, or a related field.
  - Experience in a human resources position, with at least 3 years in compensation.

- **Salary:**
  - Negotiable

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**Note:**
- The text provided is a summary of the key responsibilities, qualifications, and salaries for each position. Further details can be found in the full job descriptions.
- UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. In accordance with federal and state law, the University prohibits unlawful discrimination, including harassment, on the basis of: race; color; religion; national origin; sex; including sexual harassment; age; disability; genetic information; citizenship status; and protected veteran status. In addition, it is UT Southwestern policy to prohibit harassment based on gender identity, gender expression, or sexual orientation.
Bachelor's degree in Computer Science or a related field of biological science, and two (2) years related research experience in bioinformatics and computational biology. Must have strong background in software programming and maintenance. Ensure existing systems meet the continuing needs of the lab and/or recommend and test new systems as necessary. Perform complex data analysis related to specialized research. Must possess excellent oral and written communication skills, as well as strong analytical skills. Additionally, this position requires the ability to manage and prioritize multiple projects and deliverables. This role would be ideal for someone with a proven track record of success in a related field.

Master's degree in related field or Juris Doctor preferred. Three (3) years of related compliance experience, inclusive of at least one (1) year of experience in healthcare administration, healthcare administration, criminal justice field, or relevant study. Must possess strong understanding of current compliance regulations, as well as the ability to analyze and interpret complex regulations. This position requires the ability to effectively communicate with various levels of management, as well as the ability to manage and prioritize multiple projects and deliverables. This role would be ideal for someone with a proven track record of success in a related field.

Bachelor's degree in Computer Science or a related field of biological science, thesis work in bioinformatics and computational biology. Master's degree in Computer Science or a related field of biological science, and two (2) years related research experience in bioinformatics and computational biology. Job Duties: Manage research laboratory computer hardware and software. Conduct research in the field of bioinformatics and computational biology. Ensure data quality and integrity. Participate in the development of new methodologies and technologies. Maintain effective working relationships with investigation personnel to achieve objectives of investigation assignments. Perform other duties as assigned. Knowledge, Skills & Abilities: Requires ability to ensure adherence to all policies and procedures of UT Southwestern. Demonstrates excellent written and oral communication skills. Ability to understand and apply complex concepts to real-world situations. Requires strong analytical skills and the ability to work independently and in a team environment. Must possess strong writing and critical thinking skills. This position requires the ability to manage and prioritize multiple projects and deliverables. This role would be ideal for someone with a proven track record of success in a related field.

Bachelor's degree in Computer Science or a related field of biological science, thesis work in bioinformatics and computational biology. Master's degree in Computer Science or a related field of biological science, and two (2) years related research experience in bioinformatics and computational biology. Job Duties: Manage research laboratory computer hardware and software. Conduct research in the field of bioinformatics and computational biology. Ensure data quality and integrity. Participate in the development of new methodologies and technologies. Maintain effective working relationships with investigation personnel to achieve objectives of investigation assignments. Perform other duties as assigned. Knowledge, Skills & Abilities: Requires ability to ensure adherence to all policies and procedures of UT Southwestern. Demonstrates excellent written and oral communication skills. Ability to understand and apply complex concepts to real-world situations. Requires strong analytical skills and the ability to work independently and in a team environment. Must possess strong writing and critical thinking skills. This position requires the ability to manage and prioritize multiple projects and deliverables. This role would be ideal for someone with a proven track record of success in a related field.
UNIVERSITY CLASSIFIED SALARY PLAN

**Position Title:** Research-Computation Science

**Salary:** $16,164.58

**Experience:** $8,753.00

**Total:** $25,917.58

**Base:** $16,714.00

**Benefits:** $9,203.58

**Other:** $1,664.58

**Job Summary:** The research computing support helps faculty and research staff to adapt computational strategies to the domain-specific needs of the research lab. This includes working with a range of systems and technologies such as high-performance computing, short-term storage solutions, and cloud services. It requires familiarity with database design and query, using state-of-the-art languages to access databases. Work requires accuracy and the exercise of considerable judgment. Work requires the ability to identify and clarify for themselves and others the nature and significance of problems, the appropriate sources of solutions, and the alternatives among them. Requires familiarity with high-dimensional biological and biomedical datasets, design, and optimization workflows for the high-performance computing environment. Responsibilities include: data collection, data integrity, stable data flow, ensuring data security during transfer and at rest, and managing access and query. Requires the ability to work with a broad range of stakeholders, including domain experts, IT personnel, and investigators from diverse backgrounds.

**Requirements:**
- Bachelor's degree and 1 year of experience, Associate degree in technical related field and 3 years of experience, or high school graduation or GED and 5 years experience in computer service.

**Job Duties:**
- Provide working supervision to Computer Programmers of lower grade.
- Perform other duties as assigned.

**Other Duties:**
- Performs other duties as assigned.

**Employer Information:** UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. In accordance with federal and state law, we prohibit unlawful discrimination, including harassment, on the basis of race; color; religion; national origin; sex; including sexual harassment; age; disability; genetic information; citizenship status; and protected veteran status. In addition, it is unlawful to discriminate on the basis of sexual orientation, gender identity, or gender expression.

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**Position Title:** BioHPC Engineer

**Salary:** $76,714.00

**Experience:** $50,858.00

**Total:** $127,572.00

**Base:** $73,562.00

**Benefits:** $25,150.00

**Other:** $7,860.00

**Job Summary:** The BioHPC Engineer is responsible for project management and technical guidance to other team members. They apply in-depth HPC and Linux expertise to collaborate with stakeholders across IT and domain disciplines to expand high-performance computing capabilities. Responsibilities include implementing and deploying new technologies and services, designing and developing high-performance web applications, diagnosing and resolving difficult problems in the configuration, tuning, and management of HPC systems, researching, evaluating, and implementing new technologies. Requires a strong understanding of system-level software and hardware, as well as the ability to apply it to solve complex problems. Requires the ability to work with a broad range of stakeholders, including domain experts, IT personnel, and investigators from diverse backgrounds.

**Requirements:**
- PhD preferred.

**Job Duties:**
- Lead BioHPC infrastructure design and implement new technologies and services.
- Design and develop high-performance web applications.
- Diagnose and resolve difficult problems in the configuration, tuning, and management of the HPC systems.
- Research, evaluate, and implement new technologies and services.
- Requires familiarity with database design and query, using state-of-the-art languages to access databases. Work requires accuracy and exercise of considerable judgment. Work requires the ability to identify and clarify for themselves and others the nature and significance of problems, the appropriate sources of solutions, and the alternatives among them. Requires familiarity with high-dimensional biological and biomedical data sets, design, and optimize workflows for the high-performance compute environment for data collection, data integrity, stable data flow, and ensuring data security during transfer and at rest.

**Employer Information:** UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. In accordance with federal and state law, we prohibit unlawful discrimination, including harassment, on the basis of race; color; religion; national origin; sex; including sexual harassment; age; disability; genetic information; citizenship status; and protected veteran status. In addition, it is unlawful to discriminate on the basis of sexual orientation, gender identity, or gender expression.
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<tr>
<th>Position</th>
<th>Salary</th>
<th>Experience</th>
<th>Education</th>
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<tbody>
<tr>
<td>Construction Project Coordinator Senior</td>
<td>$58,363</td>
<td>22 years</td>
<td>Bachelor's degree in construction management</td>
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<tr>
<td>Construction Project Coordinator</td>
<td>$47,400</td>
<td>8 years</td>
<td>Bachelor's degree in construction management</td>
</tr>
<tr>
<td>Construction Estimator Senior</td>
<td>$4,863.58</td>
<td>4 years</td>
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</tr>
<tr>
<td>Construction Estimator</td>
<td>$4,811.17</td>
<td>2 years</td>
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<tr>
<td>Construction Project Manager</td>
<td>$3,700</td>
<td>6 years</td>
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<tr>
<td>Construction Project Foreman</td>
<td>$3,658.75</td>
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<tr>
<td>Construction Project Coordinator</td>
<td>$3,458.34</td>
<td>3 years</td>
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</tr>
<tr>
<td>Construction Project Estimator</td>
<td>$3,126.84</td>
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<tr>
<td>Construction Project Manager</td>
<td>$3,000</td>
<td>1 year</td>
<td>Bachelor's degree in construction management</td>
</tr>
<tr>
<td>Construction Project Foreman</td>
<td>$2,810</td>
<td>6 months</td>
<td>Bachelor's degree in construction management</td>
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</tbody>
</table>

**Position Requirements:**

- Experience in the relevant field is required.
- Strong project management skills.
- Familiarity with construction estimating software.
- Ability to work well in a team environment.

**Salary:**

- The salary range for the Construction Project Coordinator Senior is $58,363.
- The salary range for the Construction Project Coordinator is $47,400.
- The salary range for the Construction Estimator Senior is $4,863.58.
- The salary range for the Construction Estimator is $4,811.17.
- The salary range for the Construction Project Manager is $3,700.
- The salary range for the Construction Project Foreman is $3,658.75.
- The salary range for the Construction Project Coordinator is $3,458.34.
- The salary range for the Construction Project Estimator is $3,126.84.
- The salary range for the Construction Project Manager is $3,000.
- The salary range for the Construction Project Foreman is $2,810.

**Job Responsibilities:**

- Development of project scopes.
- Work with design teams and external consultants.
- Coordination with construction project managers and contractors.
- Approval of monthly progress payments.
- Management of safety measures.
- Coordination of utility outages.
- Project budget management.

**Qualifications:**

- Bachelor's degree in construction management or related field.
- Experience in construction industry.

**Additional Information:**

- Equal opportunity employer.
- Prohibits unlawful discrimination.
- In accordance with federal and state law.
- Committed to an educational and working environment.

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**Construction Project Manager**

- Salary Negotiable
- Bachelor's degree in business administration, public administration, or related field.
- Four years experience in business or public administration with emphasis on customer service in financial or contracting position.

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**Construction Project Foreman**

- Salary Negotiable
- Bachelor's degree in construction management, architecture, or engineering.
- Eight years' experience in construction industry at the journeyman level.
- Two years' experience at the supervisory level.

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**Construction Project Estimator**

- Salary Negotiable
- Bachelor's degree in construction management.

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**Construction Project Manager**

- Salary Negotiable
- Bachelor's degree in business administration.

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**Construction Project Coordinator**

- Salary Negotiable
- Bachelor's degree in construction management.

---

**Construction Project Estimator**

- Salary Negotiable
- Bachelor's degree in construction management.

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**Construction Project Manager**

- Salary Negotiable
- Bachelor's degree in construction management.

---

**Construction Project Coordinator**

- Salary Negotiable
- Bachelor's degree in construction management.

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**Construction Project Estimator**

- Salary Negotiable
- Bachelor's degree in construction management.

---

**Construction Project Coordinator**

- Salary Negotiable
- Bachelor's degree in construction management.

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HOSPITAL CLASSIFIED SALARY PLAN

University Classified Salary Plan

University Classified Salary Plan

Hospital Classified Salary Plan

ADMIN

COORDINATOR CODING & DATA INTEGRITY

employment as police guard, dispatcher, telecommunications operator, or parking controller with component institution within UT System; OR 30 hours from accredited college or university and 2 years of active military service. All following date of promotion. Failure to complete such period may result in reduction to rank previously held. The college requirement may be substituted by 30 college hours from accredited college or university and 1 yr. of continuous orientation, gender identity, or gender expression.

religion; national origin; sex; including sexual harassment; age; disability; genetic information; citizenship status; and protected veteran status. In addition, it is UT Southwestern policy to prohibit discrimination on the basis of sexual orientation, gender identity, or gender expression.

consistently ensure that proprietary or sensitive information is kept private and confidential. Demonstrate responsible use of customer needs and initiates action to meet those needs. Present a positive image of UT Southwestern through professional behavior; identify own areas of development and seek opportunities for personal and professional growth; carry of customer relations and treat all customers (guests, patients, physicians, co-workers, and other colleagues) with courtesy, respect, and caring behaviors; respond quickly and appropriately to customer requests; and anticipate science content preferred. Job Duties

Find and correct grammatical, spelling, syntax, punctuation, factual, and other errors and tighten and polish sentence and paragraph structure. Ensure consistent style and voice for a variety of copy, discrimination on the basis of sexual orientation, gender identity, or gender expression.

harassment, on the basis of: race; color; religion; national origin; sex; including sexual harassment; age; disability; genetic information; citizenship status; and protected veteran status. In addition, it is UT Southwestern policy to prohibit discrimination on the basis of sexual orientation, gender identity, or gender expression.

Flags important and time-sensitive documents that require immediate attention; copies and distributes documents as appropriate; responds to invitations and meeting requests as directed and/or appropriate. 5. Coordinates leader(s)' Office.

2. Works as an effective member of the administrative team to manage the day-to-day administrative affairs of the Executives in the Administration Department, ensuring operational efficiency and the delivery of excellent customer
CUSTOMER SERVICE REPRESENTATIVE

CREDENTIALING SPECIALIST

UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. In accordance with federal and state law, the University does not discriminate on the basis of race, color, national origin, sex, pregnancy, age, disability, genetic information, citizenship status, and protected veteran status. In addition, it is UT Southwestern policy to prohibit discrimination on the basis of sexual orientation, gender identity, or gender expression.

Security
This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

Salary
Salary Negotiable

Experience and Education
High school diploma or equivalent, Associates degree in related field preferred, and two (2) years of housekeeping or quality assurance experience. Proficient computer skills, including knowledge of cleaning management software.

Job Duties
Assists administrative and technical personnel in developing, organizing, and evaluating quality management program goals and objectives. Identifies and investigates quality processes or programs. Ensures that all processes and programs are in order. Interviews patient (two patient identifier), conducts patient screening and obtains medical history pertaining to procedure’s clinical criteria. Explains procedure and instructs patient on necessary requirements needed to provide diagnostic images. Answers questions, screening, and scheduling exams to ensure smooth workflow, minimize wait times and address stat requests. Adheres to hospital policies, procedures, competencies, regulatory compliance, infection control, hospital education, new yearly metrics/department goals, patient satisfaction, and fiscally responsible with regards to equipment, supplies scheduling, overtime, etc. Maintains patient records; or (d) Regularly maintaining, modifying, releasing or similarly affecting human-subjects research records. Other Duties: Performs other duties as assigned. UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. In accordance with federal and state law, the University does not discriminate on the basis of race, color, national origin, sex, pregnancy, age, disability, genetic information, citizenship status, and protected veteran status. In addition, it is UT Southwestern policy to prohibit discrimination on the basis of sexual orientation, gender identity, or gender expression.

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CUSTOMER SERVICE TEAM LEAD

Under the general supervision of the Manager, Customer Service, the Customer Service Team Lead performs duties as directed to lead and manage the assigned Customer Service Team. This position provides support to the Manager in the daily operations of the Customer Service Department and leads the team to ensure customer satisfaction. This position makes decisions and recommendations which are of major importance to the Department, The Manager may consult with the Director or Manager of Operations for decision-making.

Duties and Responsibilities:
- Responds to and resolves customer inquiries, complaints, and concerns in a timely and professional manner.
- Manages and coordinates the Customer Service Team to ensure efficient and effective customer service.
-监督并处理团队成员的工作表现，确保符合公司标准和期望。
- Identifies and addresses operational issues to improve customer service and satisfaction.
- Coordinates and participates in customer satisfaction surveys and feedback to continuously improve service.
- Manages the customer service budget and ensures adherence to budget constraints.
- Develops and implements policies and procedures to enhance customer service and efficiency.
- Participates in the development and implementation of the Customer Service Department's strategic plan and objectives.
- Reports any applicable updates, corrections or system concerns.

Qualifications:
- Bachelor’s degree in Business Administration or related field preferred.
- Minimum of 3 years of experience in customer service and management.
- Excellent interpersonal and communication skills.
- Strong organizational and time management skills.
- Ability to work independently and as part of a team.

Security
This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information

Salary
Salary Negotiable

Summary
Works under general supervision to provide leadership and direction for assigned Customer Service Team.
Security

This position is security-sensitive and thereby subject to the provisions of Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

Salary

Salary Negotiable

Experience and Education

High School equivalents in lieu of stated minimums require prior approval of the Vice President for Human Resources Administration, or his/her designee.

This position is security-sensitive and thereby subject to the provisions of Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

Summary

The Lead Denials Analyst primary...
<table>
<thead>
<tr>
<th>Position</th>
<th>Experience/Qualifications</th>
<th>Duties</th>
<th>Security</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPARTMENTAL SYSTEMS ADMINISTRATOR III</td>
<td>Bachelor's degree in a technical field or equivalent with relevant and progressive work experience and 5 years related experience. May be required to submit to a federal background investigation.</td>
<td>This position works under minimal supervision to develop and maintain an enterprise-level network supported by computer hardware and software. Liaises with relevant stakeholders and manages customer relationships. Delegates tasks and responsibilities to appropriate team members. Experience with project management phases and methodologies as it relates to assigned projects and tasks. Certification in at least one relevant operating system or associated technology. May be required to submit to a federal background investigation.</td>
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<tr>
<td>UNIVERSITY CLASSIFIED SALARY PLAN</td>
<td>Bachelor's degree in a technical field or equivalent with relevant and progressive work experience and 3 years of job-related experience. May be required to submit to a federal background investigation.</td>
<td>Performs basic systems administration duties on computer systems based on existing University procedures and published best practices. Performs remediation of identified system security vulnerabilities based on existing guidelines. Familiarity with an operating system and its commands/utilities at a user level; can edit files, issue commands, navigate the file system. Ability to effectively present information and respond to questions from managers, clients, customers and co-workers. Ability to read, analyze and interpret technical procedures. Ability to accurately interpret computer-issued error messages and take appropriate action. Basic knowledge of explaining simple procedures in writing or verbally. Familiar with an operating system and its commands/utilities at a user level; can edit files, issue commands, navigate the file system. Ability to effectively present information and respond to questions from managers, clients, customers and co-workers. Ability to read, analyze and interpret technical procedures. Ability to accurately interpret computer-issued error messages and take appropriate action. Basic knowledge of explaining simple procedures in writing or verbally.</td>
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<td>HOSPITAL CLASSIFIED SALARY PLAN</td>
<td>Bachelor's degree in a technical field or equivalent with relevant and progressive work experience and 1 year of job-related experience. May be required to submit to a federal background investigation.</td>
<td>Performs basic systems administration duties on computer systems based on existing University procedures and published best practices. Performs remediation of identified system security vulnerabilities based on existing guidelines. Familiarity with an operating system and its commands/utilities at a user level; can edit files, issue commands, navigate the file system. Ability to effectively present information and respond to questions from managers, clients, customers and co-workers. Ability to read, analyze and interpret technical procedures. Ability to accurately interpret computer-issued error messages and take appropriate action. Basic knowledge of explaining simple procedures in writing or verbally. Familiarity with an operating system and its commands/utilities at a user level; can edit files, issue commands, navigate the file system. Ability to effectively present information and respond to questions from managers, clients, customers and co-workers. Ability to read, analyze and interpret technical procedures. Ability to accurately interpret computer-issued error messages and take appropriate action. Basic knowledge of explaining simple procedures in writing or verbally.</td>
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Wikipedia.  Gathers information on specific topics to be incorporated in internal and external publications.  Serves as a key liaison with the Office of Communications, Marketing and Public Affairs (CMPA), to share and distribute content, and provides advice on the best methods for distributing the information.  Manages the department's content and presentation on websites, and social media platforms, such as Twitter, Facebook, LinkedIn, YouTube and LinkedIn.

2. Monitors and ensures the proper control, maintenance, and auditing of the EPSi system to ensure optimal performance and cost efficiency.  Works closely with theEPSi Team to ensure that all system updates and changes are implemented in a timely and accurate manner.

3. Participates in the development and implementation of automated system solutions to improve operational efficiency and reduce costs.  Develops and implements procedures to ensure the proper maintenance of the EPSi system and to prevent unauthorized access to sensitive information.

4. Works with system users to make recommendations, receive feedback, and test additions and/or enhancements to automated system solutions.  Assists in the development and implementation of automated system solutions to improve operational efficiency and reduce costs.

5. Participates in the development and implementation of automated system solutions to improve operational efficiency and reduce costs.  Develops and implements procedures to ensure the proper maintenance of the EPSi system and to prevent unauthorized access to sensitive information.

6. Develops and implements maintenance and administration procedures for EPSi to ensure optimal performance.  Proactively monitors system to determine early indications of potential system issues and takes appropriate action to resolve any problems.

7. Proactively monitors system to determine early indications of potential system issues and takes appropriate action to resolve any problems.  Maintains current knowledge of EPSi system technologies and best practices to ensure optimal performance.

8. Works with system users to make recommendations, receive feedback, and test additions and/or enhancements to automated system solutions.  Assists in the development and implementation of automated system solutions to improve operational efficiency and reduce costs.

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Primarily in a hospital or hospital clinic environment. UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. In accordance with federal law, all qualified individuals, regardless of race, color, national origin, and sex, will have equal access to all employment opportunities, programs, services, and activities at UT Southwestern Medical Center. This commitment to equal opportunity and non-discrimination applies to employment, programs, services, and activities on the basis of, among other things, race, color, national origin, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, citizenship status, or veteran status.

**Job Duties**

1. Provides hands-on support in the diagnostic patient care processes, including image acquisition, preparation, and post-processing. Focuses on providing the highest quality care in accordance with established protocols and standards.
2. Interview patient (two patient identifier) and obtains medical history pertaining to prescribed exam's clinical criteria. Explains examination to patients in lay terms and documents examination data appropriately.
3. Communicates shift hand off regarding workflow issues with equipment or pending exams with oncoming staff. Engages in equitable distribution of departmental workloads.
4. Actively participates in the activation of the organization's emergency codes.
5. Assists the physician as needed in performing diagnostic procedures. Ensures that images and information are properly documented with patient identification data and appropriate coding.
6. Documents emergency procedures appropriately. Assist in planning and scheduling the work of radiology diagnostic technologists within their section to ensure proper distribution of workload.
7. Functions in the department as a part of an interdisciplinary team, and collaborates in the care and service of patients in an efficient and timely manner.
8. Communicates with other departments to coordinate patient care, such as with nursing, anesthesia, and scheduling.
9. Assures PACT (problem solve, ability, communication, teamwork) customer service and excellent guest relations skills with all patients, staff and co-workers. Assist in maintaining supply levels, and recommend solutions to issues as needed; maintains active CPR certification.
10. Ensure other resources such as nursing, anesthesia, and scheduling are in order.
11. Provides orientation and training for new hires and students ensuring that procedures are performed according to set standards.
12. Performs other duties as assigned.

**Knowledge, Skills & Abilities**

- Good organizational skills
- Ability to work as a member of a team
- High degree of initiative and strong work ethic
- Detail oriented, with excellent proof reading and copy-editing skills
- Strong verbal communication skills and response to customers
- Demonstrated ability to write clearly and persuasively
- Ability to manage and prioritize tasks
- Strong project management skills
- Ability to meet deadlines while maintaining good interpersonal relationships with colleagues
- Ability to quickly and effectively provide administration support and program coordination in one of the specialty business units for the Office of Development.

**Experience and Education**

- Bachelor's degree in business or related field, and 5 years Development Experience. Experience may be used in lieu of education.
- Knowledge of development communications functions, ability to provide high level support to executive staff and key mission leaders, good organizational skills, ability to work as a member of a team, strong work ethic, and attention to detail.
- Ability to quickly and effectively assist in the planning and scheduling of the work of radiology diagnostic technologists within their section to ensure proper distribution of workload.
- Excellent proof reading and copy-editing skills
- Strong verbal communication skills and response to customers
- Demonstrated ability to write clearly and persuasively
- Ability to manage and prioritize tasks
- Strong project management skills
- Ability to meet deadlines while maintaining good interpersonal relationships with colleagues
- Ability to quickly and effectively assist in the planning and scheduling of the work of radiology diagnostic technologists within their section to ensure proper distribution of workload.

**Working Conditions**

- Work is performed primarily in office environment.
- Any qualifications to be considered as equivalents in lieu of stated requirements
- Familiarity with e-mail marketing and online content management systems is desirable
- Working Conditions: Work is performed primarily in office environment.

**Salary**

Salary Negotiable

**Summary**

Works under general supervision to...
The University of Texas Southwestern Medical Center at Dallas is a prominent institution in the field of medicine and research. This document contains job listings and descriptions for various positions at the institution, including roles such as Medical Technician in Dietetics and positions within the Administration and UNIV. Each listing provides information on the job responsibilities, qualifications, and benefits.

**Medical Technician in Dietetics**: Requires a high school diploma or equivalent. Responsibilities include preparing infant milk mixtures, identifying and assisting with opportunities for performance improvement activities, and communicating effectively with care providers.

**DIGITAL COMMS SPECIALIST DEVELOPMENT ALUMNI RELATIONS**: Responsibilities include creating engaging social media content, coordinating a department's social media presence, and managing department email accounts and social media channels. Requires a demonstrated skill in writing for the web.

**Collaborative Research Coordinator in Physiotherapy Research**: Requires a master's degree in Biomedical Sciences or an equivalent degree. Responsibilities include managing research projects, preparing research summaries, and ensuring compliance with all institutional policies.

**DIGITAL COMMS SPECIALIST DC**: Responsibilities include coordinating and managing social media campaigns, working with third-party tools, and creating content for social media channels. Requires experience in social media analytics tools such as Facebook Analytics, Twitter, and Google Analytics.

**Digital Communications Specialist**: Responsibilities include creating social media content, HTML email and website content, and developing stories. Requires a demonstrated skill in expressing technical and scientific subjects in clear, compelling lay language.

**University Classified Sal Pln**: Responsibilities include developing, managing, and leading paid digital efforts for the Departments of Ophthalmology and Plastic Surgery. Requires a Google Analytics Individual Certification.
DOCUMENT IMAGING TECHNICIAN

Conducting training classes. Follows university performance appraisal and disciplinary review process, communicates policy and procedure changes to staff individually and in team meetings. Supervises performance of department staff for both document imaging staff and equipment resources to ensure turnaround time and accuracy requirements are achieved.

Other Duties: Performs other duties as assigned. Attends meetings as required and participates on committees as directed. Coordinates scheduling of staffing for department operations. Assists manager with recruiting and interviewing applicants for staff positions. Coordinates conducting training classes. Follows university performance appraisal and disciplinary review process, communicates policy and procedure changes to staff individually and in team meetings. Supervises performance of department staff.

DOCUMENT CONTROL SPECIALIST

Programs Administration to represent department interests and provide input in policy and software decisionmaking at Sponsored Programs. Manages the process for terminating research faculty’s grants and contracts. Monitors workflow of internal and external customers. In collaboration with Department Administration, designs systems and processes which enhance efficiency and effectiveness of internal controls and ensure the integrity of the division. Coordinated the preparation of the budgets for the divisions and related programs. Manages or assists in the preparation of grants and contracts. Manages or assists in the preparation of grants and contracts.

DIVISION OPERATIONS ADMINISTRATOR SR

Continuing education for faculty members. Coordinates the division’s physical resource utilization, including space planning, budget and inventory control, purchasing and utilization of department/division resources. May provide project management for research-oriented operations within a large division. Division must meet at least two of the following criteria: overall division budget exceeds $15M; total division FTE count exceeds 100; total division faculty FTE exceeds 50.

Security

This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

Salary

Negotiable

Experience and Education

Bachelor’s degree in business administration, public administration, or directly related field and four (4) years related experience, including a minimum of 2 years of supervisory experience; additional progressively responsible related experience may be considered.

Conditions

Work is performed primarily in an office environment. UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. In collaboration with Department Administration, as well as the Office of Human Resources, administers human resources policies and procedures, providing leadership and direction to personnel involved in human resources activities as appropriate to the level of position.

Knowledge, Skills & Abilities

Excellent interpersonal and teamwork skills. Excellent organizational and project management skills. UT Southwestern policy to prohibit discrimination on the basis of sexual orientation, gender identity, or gender expression.

Work requires ability to multitask and effectively prioritize competing project timelines. Work requires ability to work a flexible schedule and additional time as needed. Working knowledge of Business Intelligence and Software maintenance processes as they pertain to the specific application of research activity. Working knowledge of current research practices and policies, as they pertain to the specific application of research activity. Working knowledge of current research practices and policies, as they pertain to the specific application of research activity. Working knowledge of current research practices and policies, as they pertain to the specific application of research activity.

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</table>

**Duties:**
- Performs technical procedures and operates equipment with a high level of expertise.
- Maintains knowledge of infrequently used equipment and ordered patient supplies.
- Performs testing modalities; diagnostic, titration and home apnea sleep testing including Split night studies, Bipap ST, AVAPS and IVAPS studies for non-ventilator dependent patients.
- The RPSGT uses the most current version of the polysomnographic system to ensure accurate patient reports.
- The RPSGT utilizes various techniques for patient preparation and reporting.
- Performs other duties as assigned.

**Knowledge, Skills & Abilities:**
- Able to draft as-built drawings and perform architectural work.
- Proficient in Revit and AutoCAD software.
- Ability to work independently and as part of a team.
- Excellent problem-solving skills.
- Strong attention to detail.

**Contact:**
- Name: [Name]
- Email: [Email]
- Phone: [Phone]

**Location:**
- [Location]

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**Hospital Classified Salary Pln**

<table>
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- The RPSGT utilizes various techniques for patient preparation and reporting.
- Performs other duties as assigned.

**Knowledge, Skills & Abilities:**
- Able to draft as-built drawings and perform architectural work.
- Proficient in Revit and AutoCAD software.
- Ability to work independently and as part of a team.
- Excellent problem-solving skills.
- Strong attention to detail.

**Contact:**
- Name: [Name]
- Email: [Email]
- Phone: [Phone]

**Location:**
- [Location]
EDUCATIONAL TECHNOLOGY SPECIALIST

**Job Duties**

- Facilitates patient collaborative learning.
- Collaborates with faculty and medical students to analyze and interpret data to present and communicate pertinent findings.
- Participates in planning activities for the Office of Quality, Safety, and Outcomes Education.
- Manages data analysis and reporting for the supported domains.
- Maintains knowledge base of data requirements and measure definitions.
- Interprets, explains, and discusses data analysis results with project team. Makes recommendations and support strategies for project and process improvement.

**Experience and Education**

- Bachelor's degree in Nursing or healthcare related field and five years of experience in quality improvement methods and tools and clinical data management.
- MBA, CPHQ and/or Project Management certification is preferred.

**Security**

This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

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**EKG TECHNICIAN**

**Job Duties**

- Performs Thoracic Bio-impedence procedure.
- Places completed report on patient’s chart.
- Communicates presence of any life threatening arrhythmia to patient’s nurse.

**Experience and Education**

- Graduate or equivalent and no experience is required.
- **Current Basic Life Support (BLS) certification, course accredited by the American Heart Association (AHA) or American Red Cross (ARC) is required.**

**Security**

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**ELECTRICAL SYSTEMS TECHNICIAN SR**

**Job Duties**

- Plans, designs, and develops engaging & highly effective multimedia-based communications and educational content.
- Creates multimedia content to support learning objectives.
- Prepares and maintains equipment emergency call-ins 24/7 and restores power in a timely manner.
- Reviews and analyzes electrical drawings, submittals, and preventative maintenance records and recommends repairs and/or upgrades.
- Analyzes electrical distribution equipment annual thermographic surveys data and generates reports.
- Reviews annual distribution transformers oil analysis test results and recommends repairs or upgrades.

**Experience and Education**

- Bachelor's degree is required for this position (Master's degree preferred), and at least 3-5 years of experience required in a related field.

**Security**

This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

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**Education Outcomes Program Coordinator**

**Job Duties**

- Collaborates with faculty and medical students to analyze and interpret data to present and communicate pertinent findings.
- Participates in planning activities for the Office of Quality, Safety, and Outcomes Education.
- Manages data analysis and reporting for the supported domains.
- Maintains knowledge base of data requirements and measure definitions.
- Interprets, explains, and discusses data analysis results with project team. Makes recommendations and support strategies for project and process improvement.

**Experience and Education**

- Bachelor's degree in Nursing or healthcare related field and five years of experience in quality improvement methods and tools and clinical data management.
- MBA, CPHQ and/or Project Management certification is preferred.

**Security**

This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

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**Healthcare Outcomes**

**Job Duties**

- Collaborates with faculty and medical students to analyze and interpret data to present and communicate pertinent findings.
- Participates in planning activities for the Office of Quality, Safety, and Outcomes Education.
- Manages data analysis and reporting for the supported domains.
- Maintains knowledge base of data requirements and measure definitions.
- Interprets, explains, and discusses data analysis results with project team. Makes recommendations and support strategies for project and process improvement.

**Experience and Education**

- Bachelor's degree in Nursing or healthcare related field and five years of experience in quality improvement methods and tools and clinical data management.
- MBA, CPHQ and/or Project Management certification is preferred.

**Security**

This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

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**Medical Quality Improvement (QI) Coordinator**

**Job Duties**

- Facilitates medical student QI projects.
- Leads the coordination, organization, and scheduling of QI Distinction program events for medical student teams.
- Manages QI petitions for the UT Southwestern chapter of the Institute for Healthcare Improvement Open School.

**Experience and Education**

- Bachelor's degree in Nursing or healthcare related field and five years of experience in quality improvement methods and tools and clinical data management.
- MBA, CPHQ and/or Project Management certification is preferred.

**Security**

This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

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**Project Manager, Medical Quality**

**Job Duties**

- Collaborates with faculty and medical students to analyze and interpret data to present and communicate pertinent findings.
- Participates in planning activities for the Office of Quality, Safety, and Outcomes Education.
- Manages data analysis and reporting for the supported domains.
- Maintains knowledge base of data requirements and measure definitions.
- Interprets, explains, and discusses data analysis results with project team. Makes recommendations and support strategies for project and process improvement.

**Experience and Education**

- Bachelor's degree in Nursing or healthcare related field and five years of experience in quality improvement methods and tools and clinical data management.
- MBA, CPHQ and/or Project Management certification is preferred.

**Security**

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ELECTRONIC SECURITY SPECIALIST III

Experience and Education
High school graduation or GED equivalent and seven (7) years experience of technical work in an electronic security environment or Bachelors degree with four (4) years experience in technical work in an electronic security environment. If area of employment requires discrimination, including discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, citizenship status, or veteran status.

Office.
Work requires utilization of hand tools and power tools. Work requires effective communication skills. Work requires good customer service. Work requires minimal physical exertion and lifting up to 75 pounds and hold up to 20 lbs.

various logs and reports, such as hardware inventory list, repair/service records and equipment failure reports. Submit/maintain/renew IR server registration forms for all security related devices that require static IP addresses. Performs specialists. Performs inspections of installed security equipment and testing/commissioning of security systems and maintains inspection logs and reports as needed for project management. Evaluates existing infrastructure for new and lifting up to 75 pounds and the ability to hold up to 20 lbs. overhead, use of ladders and hand/power tools safely; bending, stooping, and/or crawling in order to access various work spaces.

Working Conditions
Work is performed in a hand tools and power tools.
Work requires knowledge of Windows based operating systems and Microsoft Office.
Work requires effective communication skills.
Work requires good customer service.
Work requires minimal physical exertion.

Complex problems to higher level Specialists, Supervisor, or another technical professional. Assists with the inspections of installed security equipment and testing/commissioning of security systems. Evaluates existing infrastructure for new and control deviations from estimated costs and project deadlines. Performs other duties as assigned. Knowledge, Skills & Abilities
Strong verbal, written, and presentation skills. Ability to work effectively both independently and as part of a team. Education
Experience
High school graduation or GED equivalent and seven (7) years experience of technical work in an electronic security environment.

UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, citizenship status, military status, veteran status, sexual orientation, gender identity, or gender expression. As an equal opportunity employer, UT Southwestern prohibits unlawful discrimination, including discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, citizenship status, or veteran status. In addition, it is UT Southwestern policy to prohibit discrimination on the basis of sexual orientation, gender identity, or gender expression.
EMERGENCY ROOM TECHNICIAN

Job Duties
- Develops and maintains emergency plans
- Assists in monitoring and controlling environmental conditions
- Assists in monitoring and controlling fire alarm systems
- Assists in monitoring and controlling elevator systems
- Assists in monitoring and controlling alarm systems
- Assists in monitoring and controlling security systems
- Assists in monitoring and controlling life safety systems
- Assists in monitoring and controlling emergency systems

Qualifications
- High School degree
- Two (2) years of related experience in emergency management planning
- Experience includes establishing and communicating program goals, complex strategies and objectives

EMBRYOLOGIST SENIOR

Job Duties
- IVF media/dish preparation using sterile technique
- Identify and collect oocytes for insemination
- Analyze and prepare specimens for insemination
- Assess fertilization and zygote quality following insemination
- Assess embryo development

Qualifications
- Bachelor's or Master's degree in embryology/zoology/biology or related field
- Two (2) years of related experience in embryology or related field
- Experience in preparing IVF media/dishes
- Experience in identifying and collecting oocytes
- Experience in analyzing and preparing specimens for insemination
- Experience in assessing fertilization and zygote quality following insemination
- Experience in assessing embryo development

GUARDIANSHIP ATTORNEY

Job Duties
- Provides legal representation to individuals who have been appointed as guardians
- Pets the needs of the individual with special needs
- Coordinates with other professionals to provide the best possible care for the individual
- Monitors the progress of the guardianship

Qualifications
- Law degree
- Five (5) years of related experience in guardianship law
- Experience in providing legal representation to individuals
- Experience in coordinating with other professionals
- Experience in monitoring the progress of the guardianship

THERAPY TECHNICIAN 1

Job Duties
- Assists in the delivery of therapy services
- Assists in the maintenance of therapy equipment
- Assists in the preparation of therapy materials
- Assists in the administration of therapy treatments

Qualifications
- High School degree
- Two (2) years of related experience in therapy
- Experience in assisting with the delivery of therapy services
- Experience in assisting with the maintenance of therapy equipment
- Experience in assisting with the preparation of therapy materials
- Experience in assisting with the administration of therapy treatments

Transportation Services Coordinator

Job Duties
- Schedules all patient appointments
- Monitors all patient procedures
- Provides customer service to all levels of internal and external personnel and organizations

Qualifications
- High School degree
- Two (2) years of related experience in transportation services
- Experience in scheduling appointments
- Experience in monitoring patient procedures
- Experience in providing customer service

Ophthalmology Scheduler

Job Duties
- Schedules all patient appointments
- Monitors all patient procedures
- Provides customer service to all levels of internal and external personnel and organizations

Qualifications
- High School degree
- Two (2) years of related experience in ophthalmology scheduling
- Experience in scheduling appointments
- Experience in monitoring patient procedures
- Experience in providing customer service

Elevator Maintenance and Repair

Job Duties
- Installs and repairs elevators
- Performs maintenance on elevators
- Performs repair of elevators
- Performs related duties as assigned

Qualifications
- High School degree
- Two (2) years of related experience in elevator maintenance and repair
- Experience in installing and repairing elevators
- Experience in performing maintenance on elevators
- Experience in repairing elevators
- Experience in performing related duties as assigned

UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. In accordance with federal and state law, the University prohibits unlawful discrimination, including harassment, on the basis of: race; color; creed; national origin; age; sex; gender identity; gender expression; sexual orientation; veteran status; handicap; or genetic information.
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</table>

### EMS Quality Management Coordinator Responsibilities:
- **Management of the EMS quality improvement and quality assurance activities.**
- **Responsible for implementing new or existing programs where EMS involvement may be needed.**

### Duties:
1. **Serves as hospital liaison and advocate with EMS agencies.**
   - Assuring strong working relationship with EMS agencies.
   - Serves as the hospital representative on County EMS and local EMS committees.

2. **Participates in practice management and oversight of the quality improvement and quality assurance activities.**
   - **Manages the internal audit of the EMS system.**
   - **Responsible for analyzing data related to performance and quality improvement initiatives.**

3. **Develops, implements, and evaluates new and existing EMS guidelines.**

4. **Performs technical and specialized skills during procedures.**

5. **Assists with procedure room turnover.**

6. **Prepares rooms, equipment, and supplies to accommodate the patient load.**

7. **Maintains an adequate supply level not only in the procedure room but also in the supply storage room.**

- **Ensures proper labeling of equipment and supplies.**

### Knowledge, Skills & Abilities:
- **Demonstrated experience exercising independent judgment in analyzing complex work situations.**
- **Ability to set-up, operate and troubleshoot the equipment.**

### Other Duties:
- **Performs other duties as assigned.**

### Summary:
The EMS Quality Management Coordinator is responsible for developing and advancing the quality of clinical practice through the management and oversight of the quality improvement and quality assurance activities. This position requires the ability to multitask effectively, handle high volumes of work, navigate the organization, and prioritize critical issues. Work requires knowledge of state and federal laws and the organization's policies and procedures. Working knowledge of organizational structures and processes is also necessary. This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.
In accordance with federal and state law, the University prohibits unlawful discrimination, including harassment, on the basis of: race; color; religion; national origin; sex; including sexual harassment; age; disability; genetic information; citizenship status; and protected veteran status. In addition, it is UT Southwestern policy to prohibit discrimination on the basis of sexual orientation, gender identity, or gender expression.

Prepares court orders to present to proper courts. Conducts audit of items in the property/evidence room. Conducts regular inspections of the property/evidence room to ensure that all laws and departmental policies are being followed. Provides training to all employees on proper procedures and use of equipment. Maintains accurate records of all transactions and activities. Reports any discrepancies or irregularities to the appropriate authorities. Assists in the event of an emergency by providing assistance as needed.

Job Duties

- Performs root cause analysis with other module leads, process areas and end users, and ensures the seamless assimilation of data across departments using Integration Broker.
- Provides ongoing technical support, including troubleshooting and problem resolution for technical issues related to the module.
- Develops, configures, customizes, and maintains PeopleSoft and Oracle Database applications.
- Designs and implements technical solutions to address business requirements and challenges.
- Performs data analysis to identify trends and opportunities for improvement.
- Collaborates with business stakeholders to understand and define requirements for system enhancements.
- Keeps abreast of the latest developments in technical and business environments to provide guidance on the implementation of new technologies and best practices.
- Supports the creation of project plans. Provides project status reports.
- Participates in 24 x 7 on-call rotation to ensure timely support of system.
- Supervises lower level staff, which may consist of Subject Matter Experts, Business Analyst Supervisors, Sr.

Bachelor's degree in business administration, computer science, or other related field and five (5) years business systems and/or project experience with exposure to systems or project development and testing, installation, and training.

Job Duties

- Assists with the creation of test scenarios/scripts, coordinate testing efforts, participates in testing of designed solution and verify/validate results of conversion efforts and testing results.
- Assists with the creation and delivery of end-user training and training materials.
- Provides training to internal and external users on the proper use of the module.
- Assists in the collection of user feedback and suggests improvements to the system.
- Assists in the implementation of new features and functionality into the production environment.
- Provides guidance and counseling to employees and managers regarding Equal Employment Opportunity matters.
- Assists in collecting and monitoring transactional data for AAP planning (i.e. hiring, promotion, transfers).
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Education</th>
<th>Experience</th>
<th>Key Skills</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXECUTIVE COMMUNICATIONS ADVISOR</td>
<td>Security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information</td>
<td>Bachelor's degree</td>
<td>Experience coaching physicians in a role of this type in academic medicine or healthcare setting. Standard certifications and/or experience with individual and team assessment techniques and tools.</td>
<td>Excellent communication and active listening skills. Emotional intelligence.</td>
<td>Ensures that relevant strategy, message development, and other core goals are accomplished in each piece. Works with the President of UT Southwestern Medical Center, provides guidance to those who support the Vice President and Chief of Staff and the Director of the President's Office, and works closely with the Executive Leadership team. The Executive</td>
</tr>
</tbody>
</table>
FINANCIAL ANALYST II

Including harassment, on the basis of: race; color; religion; national origin; sex; including sexual harassment; age; disability; genetic information; citizenship status; and protected veteran status. In addition, it is UT Southwestern policy to prohibit discrimination on the basis of sexual orientation, gender identity, or gender expression.

Security
This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

Salary
Salary Negotiable

Experience and Education
Bachelor's

Responsibilities
- Completes complex projects as requested.
- Performs other duties as assigned.

Security
This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

Salary
Salary Negotiable

Experience and Education
Bachelor's
**FLOAT MEDICAL OFFICE ASSISTANT COORDINATOR**

- **Duties:** Performs primary function of a Medical Office Assistant Coordinator. Actively participates in the management of the Medical Office Assistant (MOA) squad, including recruitment, hiring, training, coaching, mentoring, performance evaluation, and disciplinary actions for clinic employees. Assists nursing manager/supervisor to ensure adequate training and supervision of MOA staff; gives timely feedback regarding issues with employee performance.

- **Qualifications:** Requires a high school diploma or equivalent. Must have a current MOA Certification, through one of the following organizations: American Association of Medical Assistants, American Medical Technologists Association, National Association for Health Professionals, the National Association of State Universities and Land-Grant Colleges, or the National Commission on Certification of Healthcare Information Technology Professionals.

- **Salary:** $27,725.00

**FLOAT CLINIC STAFF ASSISTANT III**

- **Duties:** Performs core functions such as directly interacting with or caring for patients; handling of appointment cancellations, and overbooking approvals; coordinating scheduling services with affiliates (Parkland, Children's, etc); coordinating surgical block time and availability; ordering, stocks, and maintaining supplies; handling patient financial accounts; preparing patient records for hospital discharges; maintaining knowledge of relevant billing issues to reduce automated edits in billing system; maintaining patient confidentiality in accordance with university and department policies.

- **Qualifications:** Requires a high school diploma or equivalent. Must have a current MOA Certification, through one of the following organizations: American Association of Medical Assistants, American Medical Technologists Association, National Association for Health Professionals, the National Association of State Universities and Land-Grant Colleges, or the National Commission on Certification of Healthcare Information Technology Professionals.

- **Salary:** $49,800.00

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**GIFT SHOP CLERK**

- Assists coordinator in maintaining inventory levels.
- Assists in unpacking, uncrating and positioning new merchandise, entering receipts, printing bar code labels, pricing merchandise.

**LABORATORY CONFIRMATION CLERK**

- Conducts research on various genetic disorder studies with complete responsibility for initiating, locating, requesting and reviews medical records; constructs family histories in computer drawn pedigree form; interprets data for genetic risks to patient and other family members.
- Assists patients and families in reaching decisions about genetic.

**SECURITY**

- This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.
- Salary: Negotiable
- Experience and Education: Master's degree in related field and eight (8) years relevant experience; Bachelors degree in related field and ten (10) years relevant progressively responsible experience.
- **Knowledge, Skills & Abilities:**
  - Excellent verbal and written communication skills.
  - Ability to independently perform contact/recruiting, and updating demographic and family medical history.
  - Prepares written summaries of encounters/studies with patients and family members; proofs and files research records and/or medical records as required.
  - Proficiency in Microsoft Outlook, Word, Excel, PowerPoint, Microsoft Teams.

**RESEARCH COORDINATOR**

- Oversee research grant development and provide assistance to Department of Pediatrics Office of Research & related field and six (6) years relevant experience; Masters degree in related field and eight (8) years relevant experience; Bachelors degree in related field and ten (10) years relevant progressively responsible experience.
- Experience using related field and ten (10) years relevant progressively responsible experience.
- **Knowledge, Skills & Abilities:**
  - Excellent verbal and written communication skills.
  - Ability to independently perform contact/recruiting, and updating demographic and family medical history.
  - Prepares written summaries of encounters/studies with patients and family members; proofs and files research records and/or medical records as required.
  - Proficiency in Microsoft Outlook, Word, Excel, PowerPoint, Microsoft Teams.

**RESEARCH TECHNICIAN**

- Degree in related scientific field and five (5) years relevant work experience that encompasses both research experience and experience related to project management.
- May consider additional experience or education in lieu of minimum degree with major coursework in one of major physical sciences or advanced coursework in flow cytometry or cytometry manufacturer training.
- Four (4) years flow cytometry and experience with multicolor multilaser analysis and/or equivalent.

**RESEARCH TECHNOLOGIST**

- This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.
- Salary: Negotiable
- Experience and Education: Bachelor's degree in related field and five (5) years relevant work experience that encompasses both research experience and experience related to project management. May consider additional experience or education in lieu of minimum require prior approval of Vice President for Human Resources Administration or his/her designee.
- **Knowledge, Skills & Abilities:**
  - Excellent verbal and written communication skills.
  - Ability to independently perform contact/recruiting, and updating demographic and family medical history.
  - Prepares written summaries of encounters/studies with patients and family members; proofs and files research records and/or medical records as required.
  - Proficiency in Microsoft Outlook, Word, Excel, PowerPoint, Microsoft Teams.

**RESEARCH SPECIALIST**

- Assists in coordinating and managing projects with external sponsors, vendors, and manufacturers potentially involved in gene therapy research projects. Develop and implement best practices for gene replacement therapy compliance and assurance. Develop and manage internal.
- Oversee consortium agreements with collaborating institutions for the sharing of data and specimens associated with genetic disorders.
- Coordinate and participate in a committee to evaluate genetic.
- **Other Duties:**
  - Perform other duties as assigned.  

**RESEARCH TECHNOLOGIST**

- Oversee the administrative, organizational, and operational development of all translational research.
- Manage the implementation and execution of the strategic plan for the department.
- Participate in the development and implementation of new or revised procedures, techniques, and practices to work problems.
- Work requires exercise of considerable judgment in participation in Clinical Flow Cytometry research projects under the supervision of principal investigator and/or medical director.
- Attends.

**RESEARCH VETERAN AFFAIRS COORDINATOR**

- Oversee the administrative, organizational, and operational development of all translational research.
- Manage the implementation and execution of the strategic plan for the department.
- Participate in the development and implementation of new or revised procedures, techniques, and practices to work problems.
- Work requires exercise of considerable judgment in participation in Clinical Flow Cytometry research projects under the supervision of principal investigator and/or medical director.
- Attends.
Job Duties

- Maintain sterile work environment standards.
- Lead the QC Analysts in performing Good Manufacturing Process (GMP) tasks/activities associated with maintaining compliant Quality Control testing; analyzing, interpreting, and trending results/data. Creating, reviewing and updating Quality Control (QC) procedures, GMP records, and GMP reports.
- Assist in performing day-to-day operational duties and escalate issues as required.
- Perform with minimal supervision and ensure adherence to cGMP standards, FDA regulations and international best manufacturing practices of Viral Vectors.
- Assist with writing protocols for tech transfer and SOPs for GMP production.
- Perform day-to-day operational duties and escalate issues as required. Maintain sterile work environment standards.
- Lead the QC Analysts in performing Good Manufacturing Process (GMP) tasks/activities associated with maintaining compliant Quality Control testing; analyzing, interpreting, and trending results/data. Creating, reviewing and updating Quality Control (QC) procedures, GMP records, and GMP reports.
- Perform with minimal supervision and ensure adherence to cGMP standards, FDA regulations and international best manufacturing practices of Viral Vectors.
- Assist in performing day-to-day operational duties and escalate issues as required.
- Knowledge, skills, and abilities:
  - BS/BA Degree in Science/related field and eight (8) years of bio-manufacturing experience in the biotech or pharmaceutical industry, or equivalent.
  - Advanced experience in upstream/downstream and fill-finish bioprocessing.
  - Demonstrated ability to drive for results and generate innovative solutions with minimum supervision.
  - Mastery of scale-up and scale-down processes, including ultrafiltration/diafiltration, depth filtration, viral filtration, sterile filtration.
  - Purification Techniques including Chromatography (IEX, HIC, Mix-Mode, Affinity, SEC).
  - Knowledge of equipment such as heat, cold, fumes, and hazardous equipment and materials.

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prohibit discrimination on the basis of sexual orientation, gender identity, or gender expression.

and develops and oversees initiatives to enhance program quality and educational outcomes. Works with program leadership to track and prepare for program-level accreditation activities, including Program Site Visits, Program Self-

possess the ability to perform all duties independently under the supervision of the Reimb Mgr. Must be able to prioritize work and meet all deadlines. Must be able to coordinate and direct the work of other staff on a collaborative basis.

substantial analytical skills and the ability to communicate effectively in both oral and written forms are required. Must possess the ability to manage complex projects requiring judgment to identify and analyze problems. Must

methodologies to determine financial impact to the System. This requires independent research and command of where to obtain the correct information. Assist the Reimbursement Manager in extracting large data sets to pull key

of existing or proposed reimbursement arrangements, including managed care contract proposals. Use MediRegs, the Internet, and other sources to perform reimbursement research as required. Develop analysis templates for use by

forms as required. Review Medicare and Medicaid developments on an ongoing basis to remain current in the field, and to ensure that the Health System understands the impact of new regulations on its business and takes appropriate

work requires excellent oral and written communication skills. Work requires attention to detail and sound decision-making skills. Work requires knowledge of authoritative standards, which may be obtained through participation in

assist with development of plans to establish and maintain ongoing compliance. Assists with various Information Security projects. Stays up to date with regulatory changes, modern technology & security controls and practices. Performs

wide security assessments and strategic projects to mature the Program. Audit & Compliance: Tracks audit findings, coordinates creation of audit deliverables and ensures audit compliance. Ensures Information Security Program

with technical and non technical staff to implement and advance GRC initiatives based on best practices. Job Duties: Risk Management: Implements established risk frameworks for the Information Security program. Risk Assessments:

management, threat and risk modeling, building and maintaining a risk register. Ability to respond to and audits, and leverage GRC tools (e.g. Archer, Logic Manager). Experience creating framework based risk assessments and consulting

other duties as assigned. Knowledge, Skills & Abilities: Work requires attention to detail and sound decision-making skills. Work requires knowledge of authoritative standards, which may be obtained through participation in

and project management; and leads projects and/or teams providing guidance/training/coaching to junior colleagues. 2. Author, review, and/or approve SOPs/policies and technical reports for AAV based gene therapies. 3. Ability to identify

site ISO coordinator. Interact directly with FDA and other health authorities and ensure that interactions with regulators are properly communicated to the development team. Keep abreast of regulatory guidance and technical/scientific

Duties: Create the facility Quality Management Program based on cGMP standards and in compliance with FDA regulations and ISO standards. Develop, design, and execute on QA programs in alignment with leadership and organizational

engineering experience in the biotech or pharmaceutical industry, or equivalent. Familiarity and knowledge of cGMP standards, ISO standards, FDA regulations, Lean Six Sigma concepts; project management; formal Quality Change

qualification (IQ), Operational qualification (OQ), and Performance qualification (PQ). 7. Coordinate with GMP facility management to assure that the facility and laboratory instrumentation are properly qualified per GMP where required

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SecurityThis position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information

Job Code/Job TitleGraduate Medical Education Program Coordinator I -

Responsibilities
- Coordinates, organizes, and schedules GME program events including recruitment, orientation, graduation, retreats, conferences and various meetings.
- Prepares and distributes materials
- Coordinates, monitors, and supports Graduate Medical Education Committee (GMEC) and each of its standing and ad hoc subcommittees/task forces.
- Performs other duties as assigned.

Requirements
- Bachelor's degree in business administration, healthcare administration, or relevant field with two years of related experience.
- Familiarity with ACGME, TMB, and NRMP policies and procedures.
- Experience and EducationBachelor's degree in business administration, Education, Instructional Design or related field and at least six years of related experience. May consider additional years of experience or education in lieu of minimum qualifications. The position may require a related master's degree.

Preferred candidates will be proficient in using Microsoft Office and Residency Management System packages (e.g., MedHub) and will be familiar with ACGME and NRMP processes, policies, and procedures.

Job Duties
- Develops and maintains knowledge of the rules, regulations, policies, administrative guidelines, and legal issues that affect or govern GME and/or educational development environment.
- Utilizes the RMS to record, maintain and report on all aspects of the resident's/fellow's training experience(s), including demographics, scholarly activity (including research, presentations, publications, cases, etc.), general education courses, and any requirement expectations of UT Southwestern and accreditation organizations like the ACGME.
- Experience and EducationBachelor's degree in business administration, Education, Instructional Design or related field and at least six years of related experience. May consider additional years of experience or education in lieu of minimum qualifications. The position may require a related master's degree.

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Preferred candidates will be proficient in using Microsoft Office and Residency Management System packages (e.g., MedHub) and will be familiar with ACGME and NRMP processes, policies, and procedures.
The University prohibits unlawful discrimination, including harassment, on the basis of: race; color; religion; national origin; sex; including sexual harassment; age; disability; genetic information; citizenship status; and protected veteran status. In addition, it is UTSW policy to prohibit discrimination on the basis of sexual orientation, gender identity, or gender expression.

**GRAPHICS DESIGNER**

- **Salary:** Salary Negotiable
- **Job Summary:** Works under minimal direction and oversight from the Program Director, the Graduate Medical Education (GME) Program Coordinator II is a member of the leadership team of the program, is the administrative person for the GME residency/fellowship program. Manages and oversees the daily operations and activities of the GME residency/fellowship program(s) and may be in conjunction with other levels of GME Program Chairs.

- Manages confidential and critical materials, issues and communications.
- Act as liaison between the Program Director and a full range of internal and external offices and individuals.
- Manages the Residency Management System for the program.
- Direct experience as the primary GME program coordinator of an ACGME-accredited residency/fellowship program required including specific knowledge and experience with ACGME Common Program Requirements, ACGME’s Next Accreditation System, UTSW’s Graduate Medical Education requirements, and University and College of Medicine requirements. Requires a catalogue background in graphic design.

- Education and Experience: Bachelor’s degree in graphic design or related discipline and two (2) years of related experience required. Valid State of Texas Driver's License required or obtained within 6 months of being hired.

**GRADUATE MEDICAL EDUCATION PROGRAM COORDINATOR II**

- **Salary:** $33,020.00
- **Job Summary:** Coordination of residents and fellows within the Department of Internal Medicine, or other departments as assigned. Initiates and coordinates all aspects of the recruitment and hiring process of residents and fellows. Performs daily operations of the program, including maintaining resident/fellow demographics data; resident/fellow schedules, importing program and rotation goals and objectives; conferences attendance tracking; and ensuring timely completion of work hour awards.

- Maintains and reviews data for accuracy and consistency.
- Inputs data in the Grants database for research submission and awards for all grant/protocol orders and to solve client problems; determines information to be disseminated.
- Recommends visuals which present desired image most clearly.
- Sets up and prints posters, slides, and/or dye-sublimation prints via digital files; working environment that provides equal opportunity to all

- Education and Experience: Bachelor’s degree in graphic design or related discipline and four (4) years of related experience required. Valid State of Texas Driver's License required or obtained within 6 months of being hired.

**CHAMPIONS COMMUNICATIONS SPECIALIST**

- **Salary:** $13,130.00
- **Job Summary:** Coordination of residents and fellows within the Department of Internal Medicine, or other departments as assigned. Initiates and coordinates all aspects of the recruitment and hiring process of residents and fellows. Performs daily operations of the program, including maintaining resident/fellow demographics data; resident/fellow schedules, importing program and rotation goals and objectives; conferences attendance tracking; and ensuring timely completion of work hour awards.

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**Job Duties:**

1. Performs needs assessment to determine appropriate programs for target clients.
2. Develops and delivers informational/educational programs for patients, family members, employees, and/or other stakeholders.
3. Coordinates and facilitates meetings, workshops, and other educational programs.
4. Provides ongoing support and resources to clients.
5. Evaluates program effectiveness and makes recommendations for improvements.

**Knowledge, Skills, and Abilities:**

- Strong communication and interpersonal skills.
- Proficiency in Microsoft Office Suite (Excel, Word, Powerpoint).
- Must have a strong understanding of basic excel functions and formulas.
- Must have the ability to work effectively in teams.
- Ability to manage multiple projects and deadlines.

**Education and Experience:**

- Bachelor's degree in Business Administration, Computer Science, or other related fields and one (1) year business analysis and/or project experience with exposure to systems or project development and testing, installation, and training. Previous healthcare industry experience preferred.
Hospital Classified Salary Plan

University Classified Salary Plan

According to UTSW and CLS Quality Programs.5. Participates in continuing education activities as required by laboratory accreditation agencies. Other Duties: Performs other duties as assigned. UT Southwestern Medical Center is committed to an educational and working environment that is free from unlawful discrimination. UT Southwestern prohibits unlawful discrimination, including discrimination on the basis of race, color, religion, national origin, sex, including sexual harassment, age, disability, genetic information, citizenship status, or veteran status. In addition, it is UT Southwestern policy to prohibit discrimination on the basis of sexual orientation, gender identity, or gender expression. 2. Participates in "on call" duties for solid organ and bone marrow STAT services. Including nights and weekend as needed based on a rotational schedule. 1. Performs histocompatibility testing for solid organ and bone marrow transplant. Testing methods include, but are not limited to, flow cytometry, Luminex based assays, serology, and molecular methods. Assists Supervisor with assay development as necessary.3. Instrumentation. Responsible as a primary source of information for maintaining current instrumentation in the laboratory. Participates in "on call" supervisory duties & approves preliminary STAT reports for night and weekend transplants and related procedures.4. Participates in the development of the histocompatibility laboratory for solid organ and bone marrow transplant. Develops and implements methodologies for accomplishing goals, implementing recommendations by coordinating persons and/or other resources, directing activities of others to accomplish goals, weighing or measuring, conducting research, and developing or designing solutions to problems encountered in the work setting. 6. Participates in maintaining, modifying, releasing or similarly affecting human-subjects research records.**Other Duties: Performs other duties as assigned. UT Southwestern Medical Center is committed to an educational and working environment that is free from unlawful discrimination. UT Southwestern prohibits unlawful discrimination, including discrimination on the basis of race, color, religion, national origin, sex, including sexual harassment, age, disability, genetic information, citizenship status, or veteran status. In addition, it is UT Southwestern policy to prohibit discrimination on the basis of sexual orientation, gender identity, or gender expression.

Additional education in HIM, Business or related field which supports the domain of the HIM field may be considered in lieu of vocational certificate. Work requires computer skills and experience with Microsoft Office and or various software applications. Work requires ability to report numbers accurately. Work requires organizational skills along with a high level of accuracy and attention to detail. Work requires ability to recommend to supervisor policy or procedure changes. Working ConditionsWork is performed indoors in laboratory environment with exposure to radiation, chemicals, biohazards, and other lab environment hazards. Work is performed in a standing position for extended periods of time, involves lifting of up to 25 pounds, and requires wearing medical personal protective equipment. The job may require travel to off site locations to coordinate the release of other types of records that comply with organizational and department standards, along with HIPAA regulations. Answer and handle inbound calls according to department standards while providing outstanding customer service to all HIM customers, UTSW clinics and other UTSW departments when answering phones, assisting with health information management projects, or answering health information management questions. Answer and handle inbound calls according to department standards while providing outstanding customer service to all HIM customers, UTSW clinics and other UTSW departments when answering phones, assisting with health information management projects, or answering health information management questions.

SecurityThis position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information. SalarySalary Negotiable Experience and EducationHigh school degree or its equivalent required. Additional education in HIM, Business or related field which supports the domain of the HIM field may be considered in lieu of vocational certificate. Work requires computer skills and experience with Microsoft Office and or various software applications. Work requires ability to report numbers accurately. Work requires organizational skills along with a high level of accuracy and attention to detail. Work requires ability to recommend to supervisor policy or procedure changes. Working ConditionsWork is performed indoors in laboratory environment with exposure to radiation, chemicals, biohazards, and other lab environment hazards. Work is performed in a standing position for extended periods of time, involves lifting of up to 25 pounds, and requires wearing medical personal protective equipment. The job may require travel to off site locations to coordinate the release of other types of records that comply with organizational and department standards, along with HIPAA regulations. Answer and handle inbound calls according to department standards while providing outstanding customer service to all HIM customers, UTSW clinics and other UTSW departments when answering phones, assisting with health information management projects, or answering health information management questions. Answer and handle inbound calls according to department standards while providing outstanding customer service to all HIM customers, UTSW clinics and other UTSW departments when answering phones, assisting with health information management projects, or answering health information management questions.

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# HISTOLOGY TECHNICIAN SR

## Job Summary

**Prof Technologist-Histology Sr**

This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

**Salary**

Salary Negotiable

**Experience and Education**

In clinical administration or his/her designee.

UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. As an equal opportunity employer, UT Southwestern prohibits unlawful discrimination, including discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, citizenship status, or veteran status.

- **Working Conditions**
  - Work is performed primarily in a laboratory setting.
  - Uses mobile carts, standing, sitting, and walking.
  - May be required to lift or move up to 25 pounds.

### Responsibilities

- **Specialty Area**
  - Performs laboratory testing for diagnostic and therapeutic purposes.
  - Specializes in histology.
  - Demonstrates problem solving skills and critical thinking abilities.

- **Laboratory Activities**
  - Performs staining techniques for histology.
  - Demonstrates knowledge of special stains and labelling techniques.
  - Maintains laboratory inventories and quality control.
  - Participates in quality control and quality assurance monitors.
  - Works collaboratively with supervisor to maintain adequate inventory and supplies for the department.

- **Quality Orientation**
  - Evaluates, documents, and troubleshoots quality control according to lab protocols.
  - Performs statistical analysis on quality control and quality assurance monitors.
  - Takes appropriate corrective action when indicated.

- **Productivity**
  - Ensures smooth workflow in all areas of the laboratory.
  - Exhibits efficient use of time and resources.

- **Attendance Reporting**
  - Reports for work on the assigned days at the assigned times.

- **Special Projects**
  - Performs special projects such as evaluation of new reagents, procedures, tests, or other duties as assigned.

- **Collaboration**
  - Work collaboratively with supervisor to maintain adequate inventory and supplies for the department.

- **Training**
  - Responsible for coordination of training in the methods and techniques of the specialty area with guidance of the manager/supervisor.

- **Organizing and Reviewing**
  - Organizes testing data for submission to laboratory supervisor for review.

- **Meets Expectations**
  - Meets expectations for TAT and pending list review.
  - Coordinates daily tasks to achieve maximum productivity and efficiency of team members during the assigned shift.

- **Communication**
  - Reports for work on the assigned days at the assigned times.

- **Performing Work**
  - Performs a variety of work to assist in test interpretation.
  - Performs QC documentation, instrument troubleshooting and maintenance.
  - Demonstrates ongoing competency skills by successfully completing assigned work.

- **Participating in Programs**
  - Participates in programs to increase attendance and attend events.

- **Update Database**
  - Update physician tracking database to reflect physician outreach activities.

- **Maintaining Records**
  - Maintains patient records and charts to ensure an accurate record of treatment.

### Additional Information

- **51.215**
  - Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

- **High School Diploma or GED**
  - A High School Diploma or General Education Diploma (GED) is required.

- **Associate Degree**
  - Experience in high tech and home care preferred.

- **Basic Life Support Certification**
  - Current Basic Life Support (BLS) certification through a course accredited by the American Heart Association (AHA) or American Red Cross (ARC) is required.

- **Texas Driver's License**
  - A Valid Texas Driver's License is required.

## Additional Notes

- **Critical Thinking**
  - Demonstrates problem solving skills and critical thinking abilities.

- **Quality Control**
  - Evaluates, documents, and troubleshoots quality control according to lab protocols.

- **Quality Assurance**
  - Performs statistical analysis on quality control and quality assurance monitors.

- **Corrective Action**
  - Takes appropriate corrective action when indicated.

- **Productivity**
  - Ensures smooth workflow in all areas of the laboratory.

- **Efficient Use of Time and Resources**
  - Exhibits efficient use of time and resources.

- **Attendance Reporting**
  - Reports for work on the assigned days at the assigned times.

- **Special Projects**
  - Performs special projects such as evaluation of new reagents, procedures, tests, or other duties as assigned.

- **Collaboration**
  - Work collaboratively with supervisor to maintain adequate inventory and supplies for the department.

- **Training**
  - Responsible for coordination of training in the methods and techniques of the specialty area with guidance of the manager/supervisor.

- **Organizing and Reviewing**
  - Organizes testing data for submission to laboratory supervisor for review.

- **Meets Expectations**
  - Meets expectations for TAT and pending list review.

- **Coordination of Tasks**
  - Coordinates daily tasks to achieve maximum productivity and efficiency of team members during the assigned shift.

- **Communication**
  - Reports for work on the assigned days at the assigned times.

- **Performing Work**
  - Performs a variety of work to assist in test interpretation.

- **Performing QC Documentation**
  - Performs QC documentation, instrument troubleshooting and maintenance.

- **Demonstrates Competency Skills**
  - Demonstrates ongoing competency skills by successfully completing assigned work.

- **Participating in Programs**
  - Participates in programs to increase attendance and attend events.

- **Update Database**
  - Update physician tracking database to reflect physician outreach activities.

- **Maintaining Records**
  - Maintains patient records and charts to ensure an accurate record of treatment.

- **High School Diploma or GED**
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  - Current Basic Life Support (BLS) certification through a course accredited by the American Heart Association (AHA) or American Red Cross (ARC) is required.

- **Texas Driver's License**
  - A Valid Texas Driver's License is required.

## Conclusion

This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

**Salary**

Salary Negotiable

**Experience and Education**

In clinical administration or his/her designee.

UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. As an equal opportunity employer, UT Southwestern prohibits unlawful discrimination, including discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, citizenship status, or veteran status.
Office-Patient Access Rep Sr

- Responds to requests to create, alter and delete positions.
- Responsible for reviewing and auditing the monthly HRIS personnel and payroll Comptroller reports for accuracy. Will make necessary timely corrections to ensure accuracy of PeopleSoft (PS) Human Capital Management (HCM) transactions entered correctly and in a timely manner.
- Responsible for compliance activities to include coordinating Form I-9 and E-Verify processes, ensuring compliance with regulations.
- Conducts basic assurance activities to determine departmental adherence to internal auditing controls, data management and compliance with established policies and procedures.
- Provides daily audits to ensure compliance.

- Background check vendor concerning adverse process.
- Audit Responsibilities: Responsible for responding to both internal and external Talent Acquisition audits, such as Joint Commission by compiling requested documentation on than seven business days.
- Collects and compiles background check reports and prospective new employee profile to be presented to adjudication committee. Will make recommendation on findings to committee on whether or not to pursue employment.
- Experience working with multiple ATS, CRM and HRM systems - specifically Taleo and PeopleSoft products.
- Experience in high-touch customer service and relationship management.
- Experience gained in all areas of Talent Acquisition recruiting, talent onboarding, HR Generalist or HR Business Partner roles highly.
- Expert in applicants management software and applicant tracking systems.
- Motivational speaker, facilitator, and coach.

- Conditions: Work is performed primarily in laboratory area. UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. As an equal opportunity employer, UT Southwestern does not discriminate in employment decisions on the basis of race, color, sex, sexual orientation, age, religion, national origin, marital status, disability, genetic information, or veteran or family status. Inquiries about prohibited discrimination, the EEO program, and/or UT Southwestern’s compliance with its obligations under federal law may be directed to the University’s Title VII/Title IX Compliance Officer located at: 1901 Medical Street, Suite 9.405, Dallas, Texas 75215;

- For More Information: Please visit the UT Southwestern Medical Center website at utsouthwestern.edu.

- Other Duties: Performs other duties as assigned.
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- For More Information: Please visit the UT Southwestern Medical Center website at utsouthwestern.edu.
HRIS SERVICE CENTER TECHNICIAN

Must have at least two (2) years of related experience with no degree. Preferred Human Resources, customer service, data entry or related experience. Experience working with multiple ATS, CRM and HRM systems - specifically Taleo and PeopleSoft.

Job Duties

- Completes new hire transactions in applicant tracking system accurately and in a timely manner; initiates pre-employment tasks, such as background check process.
- Partners closely with Occupational Health team for status.
- Provides back-up support for HR Services Support team, as needed.
- Performs other.

Knowledge, Skills, and Abilities

- Work requires written and verbal communication skills.
- Work requires ability to project management, prioritize and organize work to meet deadlines.
- Work requires

Security

This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

Salary

Salary Negotiable

Experience and Education

High school of leadership skills, financial acumen, and team development.

Determine training needs for staff imaging equipment specialists and recommend/implement arrangements as needed to obtain necessary training, test equipment, and tools.

AAMI/ACI Certified Healthcare Technology Manager (CHTM) is required. Current employees must obtain certification within two (2) years of job description effective date, February 2024.

Must have a valid State of Texas.

Job Duties

- Serves as a trusted advisor to assigned client groups, coaching and advising around people engagement and performance.
- Collaborates with others to ensure timely and

Summary

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**HUMAN RESOURCES SERVICES SPECIALIST LEAD**

**Position Overview:**

本科 or master’s in Human Resources or related field. Significant experience in human resources management, with at least one year in a senior leadership role. Proven track record of building and leading high-performing teams. Must possess strong analytical, problem-solving, decision-making, and communication skills. 

**Responsibilities:**

- Oversight of the HR Services Center, ensuring smooth operation and meeting service level agreements.
- Leadership in managing and mentoring HR Services Specialists.
- Development and implementation of HR policies and procedures.
- Coordination with HRSC Knowledge Base and Standard Operating Procedures.
- Management of HRSC records and document control.

**Qualifications:**

- Bachelor’s degree in Human Resources or a related field.
- Significant experience in HR management.
- Experience in leading HR teams.

**Salary:**

Salary Negotiable

**Benefits:**

- Health insurance
- Dental insurance
- Vision insurance
- 403(b) Retirement Plan
- 457(b) Retirement Plan
- Life insurance
- Disability insurance
- Accidental death & dismemberment insurance
- Paid time off

**Security:**

This position is considered security-sensitive and subject to the Texas Education Code 51.215.
FUNCTIONS

Working Conditions

Work is performed primarily in a hospital or hospital clinic environment. Walking, standing, bending, turning and stooping.

Any qualifications to be considered as equivalents in lieu of stated

able to lift 40-50lbs.

Research as applicable:

Duties performed may include one or more of the following core functions:

a) Directly interacting with or caring for human-subjects research participants;

b) Regularly maintaining, modifying, troubleshooting and cleaning equipment;

c) Participating in research projects, analyzing data, drafting reports, and maintaining quality control measures.

Recognized knowledge and skills related to the use of laboratory equipment and chemical procedures.

Identifies problems. Utilizes appropriate peer-to-peer problem-solving techniques for employees, escalating up the chain of command for unresolved or escalating issues. Advocates for patients and staff to ensure a safe environment of practice.

Communication

facilitates communication with other departments, hospital administration, and clinical partners to ensure seamless patient care.

 Identifies problems. Utilizes appropriate peer-to-peer problem-solving techniques for employees, escalating up the chain of command for unresolved or escalating issues. Advocates for patients and staff to ensure a safe environment of practice.

Communication

facilitates communication with other departments, hospital administration, and clinical partners to ensure seamless patient care.

WORK EXPERIENCE

Bachelor's degree in related field and Five (5) years of scheduling experience working in a healthcare environment.

Experience and Education

Bachelor's degree in related field and Five (5) years of scheduling experience working in a healthcare environment.

Security

This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

Salary

Salary Negotiable

Summary

Works under minimal supervision

Job Duties

Performs duties as a part of an interdisciplinary team, and collaborates in the care and service delivery process of patient care through effective communication with other service lines.

Prioritizes exams to ensure smooth patient flow.

Functions in the department as a part of an interdisciplinary team, and collaborates in the care and service delivery process of patient care through effective communication with other service lines.

Prioritizes exams to ensure smooth patient flow.

Exam charges and image documentation in a timely manner.

Administers intravenous injections of contrast material as appropriate, observes patients for adverse reactions.

Quality Control

Troubleshoots and reports minor problems.

Participates in meetings, workshops, training, and seminars, as assigned for the purpose of conveying and/or gathering information required to perform job functions.

Trains and mentors

functions as assigned.

Engages in equitable distribution of departmental workloads.

Actively participates in providing orientation and training for new hires and students ensuring that procedures are performed according to set standards.

Security

This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

Salary

Salary Negotiable

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Trains and mentors

functions as assigned.

Engages in equitable distribution of departmental workloads.

Actively participates in providing orientation and training for new hires and students ensuring that procedures are performed according to set standards.
IMAGING SERVICES FELLOWSHIP - ADVANCED IMAGING

IMAGING PROGRAM OPERATIONS COORD

IMAGING EQUIPMENT SUPERVISOR

primarily in a hospital or hospital clinic environment. UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. In accordance with Federal law, no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

UT Southwestern Medical Center has a policy of non-discrimination. UT Southwestern Medical Center is an equal opportunity employer committed to an educational and working environment that provides equal opportunity to all members of the University community, including individuals with disabilities. UT Southwestern Medical Center complies with Title II of the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination in Employment Act of 1967.

Patients of UT Southwestern Medical Center may be provided the opportunity to attend seminars, conferences, and other educational forums.

Provides technical assistance and instruction on equipment operation and maintenance to personnel. Demonstrates commitment to organizational Values of Excellence, clinical equipment, devices, and systems, and monitor completion of preventive maintenance activities performed by outside vendors. Prioritizes service calls and unscheduled maintenance or repairs while ensuring responses are within required time frames.

Successful completion and maintenance of CBET certification (Certified Biomedical Engineering Technician) preferred. Must have a valid State of Texas Driver's License.

Job Duties

Repairs, installs, maintains, calibrates, and inspects complex medical imaging equipment, instrumentation, and systems. Assign routine repairs, inspections, and installations to team members and observe their performance. Performs preventive maintenance and electrical safety testing of equipment. Ability to perform preventive maintenance inspections. Ability to run diagnostic programs. Ability to interpret schematics, wiring diagrams, and illustrated parts drawings of biomedical instrumentation. Ability to maintain documentation of all service events, tests, and maintenance performed on imaging equipment. All work is completed in accordance with Departmental and UT Southwestern policies and procedures as well as The Joint Commission and Medicare regulations.

Equipment is delivered, transferred to and from the examination room and positioning for the examination. Briefs the patient and/or the patient’s family (as appropriate) about the upcoming exam expectations. Assures the quality and safety of examinations by implementing quality assurance practices and following the policy and procedures of UT Southwestern Medical Center Imaging Services Leadership. All duties are conducted directly under the supervision of a certified and registered technologist, and applicants must be enrolled in an approved didactic program for the modality specialty approved by UT Southwestern Medical Center.

Research as applicable: Duties performed may include one or more of the following:

Care and service delivery process of patient care by communicating effectively with other service lines. Work with numerous certified and registered technologists to prioritize exams to create a smooth workflow, reduce wait times, and prevent cancellations. Coordinate efficient services to meet and exceed performance standards. Work with imaging staff to monitor completion of preventive maintenance activities performed by outside vendors. Prioritizes service calls and unscheduled maintenance or repairs while ensuring responses are within required time frames. Application of theoretical knowledge into clinical situations.

Successful completion and maintenance of CBET certification (Certified Biomedical Engineering Technician) preferred. Must have a valid State of Texas Driver's License.

Job Duties

Provides technical assistance and instruction on equipment operation and maintenance to personnel. Demonstrates commitment to organizational Values of Excellence, clinical equipment, devices, and systems, and monitor completion of preventive maintenance activities performed by outside vendors. Prioritizes service calls and unscheduled maintenance or repairs while ensuring responses are within required time frames.

Successful completion and maintenance of CBET certification (Certified Biomedical Engineering Technician) preferred. Must have a valid State of Texas Driver's License.
IMMIGRATION SPECIALIST SR

- Proven expertise in data and problem analysis, creative problem solving and design thinking
- Requires ability to work with teams, and independently work on projects
- Requires ability to analyses, and reports for senior project leaders and executives
- Providing oversight, support, and instruction to students and engineer trainees as needed
- Creating performance monitoring systems designed to improve process
- Facilitates continuity of care using the nursing process, multidisciplinary collaboration, and coordination of appropriate health care services and community resources across the care
- Security
- This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information

Experience and Education
- Bachelor's degree in Social Science, Humanities, English, or related field and a minimum of two (2) years training facilitation experience or adult learning facilitation experience
- Must possess U.S. Citizenship or Lawful Permanent Residency, as mandated by federal regulations

Job Duties
- Facilitates a comprehensive immigration training
- Designated School Official (DSO) and Alternate Responsible Officer (ARO) to provide back-up coverage as needed for Senior Immigration Specialists
- Advises departments and individual physicians on visa issues related to clinical residencies and accredited and unaccredited clinical

The Imaging Trainee Assistant performs diagnostic examinations for assigned patients to gain experiences that establish a basis to guide practice and provide safe, quality care with supervision and guidance from experienced staff. The Imaging Tech MRI assistant incorporates theoretical knowledge into clinical situations and is able to perform basic of a MRI technologist as directed by a physician to perform a variety of imaging exams for Imaging Services. This is a training position for a MRI imaging professional and will be a student at Tesla Institute/DCCCCD. This position will end

ESSENTIAL
- High School or equivalent required.
- Must be actively enrolled and attending a program for gap in anticipation of becoming a registered imaging technologist.
- The Imaging Trainee Assistant performs diagnostic examinations for assigned patients to gain experiences that establish a basis to guide practice and provide safe, quality care with supervision and guidance from experienced staff.
- The Imaging Tech MRI assistant incorporates theoretical knowledge into clinical situations and is able to perform basic of a MRI technologist as directed by a physician to perform a variety of imaging exams for Imaging Services.
INFORMATION RESOURCES PROJECT COORDINATOR

Job Duties
- Assists with the creation of policies and procedures to ensure the security of information assets against unauthorized or accidental modification, destruction, or disclosure.
- Performs other duties as assigned.

Knowledge, Skills & Abilities
- Work requires excellent oral and written communication skills, with an emphasis on technical writing.
- Work requires ability to collaborate with team members from various disciplines.
- Work requires ability to prioritize work and manage multiple projects in a fast-paced environment.

Working Conditions
- Work is performed primarily in an office environment.
- UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community.

INFECTION PREVENTION COORD

Job Duties
- Monitors the practice of infection control and prevention by medical and other health professionals to ensure that policies and procedures are followed.
- Provides consultation and education to professionals on infection control and prevention.

Knowledge, Skills & Abilities
- Knowledge of applicable rules, regulations, policies, laws, and guidelines that impact the Infection Prevention area.
- Develops effective internal controls that promote adherence to applicable state/federal laws, and the program requirements of accreditation agencies and federal, state, and private health plans.
- Seeks input from governmental agencies, professional organizations and other agencies related to infection control practices and policies.

Working Conditions
- Work is performed primarily in an office environment.
- UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community.

INDUSTRY CONTRACTS SPECIALIST LEAD

Job Duties
- Manages and coordinates contracts with vendors to ensure compliance with the terms and conditions of the agreements.
- negotiable.

Knowledge, Skills & Abilities
- Bachelor's degree in management or related field required.
- At least 5 years of experience in contract management and negotiation.
- Strong communication and negotiation skills.

Working Conditions
- Work is performed primarily in an office environment.
- UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community.

University Classified Sal Pln

Job Duties
- Supervises the reporting and analysis of salary data and trends.
- Prepares reports and analyses for management and stakeholders.

Knowledge, Skills & Abilities
- Bachelor's degree in business administration or related field required.
- At least 3 years of experience in data analysis and reporting.
- Strong analytical and problem-solving skills.

Working Conditions
- Work is performed primarily in an office environment.
- UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community.

Specialized Nurse-Endoscopy

Job Duties
- Performs special procedures related to endoscopy.
- Assists in the preparation and care of patients undergoing endoscopic procedures.

Knowledge, Skills & Abilities
- Relevant experience in the field of endoscopy.
- Excellent communication and interpersonal skills.

Working Conditions
- Work is performed primarily in an endoscopy unit.
- UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community.

Quality Assurance Jr

Job Duties
- Performs quality assurance activities related to the clinical laboratory.
- Monitors and reports on the quality of laboratory testing.

Knowledge, Skills & Abilities
- Bachelor of Science degree in a related field required.
- At least 1 year of experience in quality assurance.

Working Conditions
- Work is performed primarily in a laboratory setting.
- UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community.

University Classified Sal Pln

Job Duties
- Supervises the reporting and analysis of salary data and trends.
- Prepares reports and analyses for management and stakeholders.

Knowledge, Skills & Abilities
- Bachelor's degree in business administration or related field required.
- At least 3 years of experience in data analysis and reporting.
- Strong analytical and problem-solving skills.

Working Conditions
- Work is performed primarily in an office environment.
- UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community.

University Classified Sal Pln

Job Duties
- Supervises the reporting and analysis of salary data and trends.
- Prepares reports and analyses for management and stakeholders.

Knowledge, Skills & Abilities
- Bachelor's degree in business administration or related field required.
- At least 3 years of experience in data analysis and reporting.
- Strong analytical and problem-solving skills.

Working Conditions
- Work is performed primarily in an office environment.
- UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community.

University Classified Sal Pln

Job Duties
- Supervises the reporting and analysis of salary data and trends.
- Prepares reports and analyses for management and stakeholders.

Knowledge, Skills & Abilities
- Bachelor's degree in business administration or related field required.
- At least 3 years of experience in data analysis and reporting.
- Strong analytical and problem-solving skills.

Working Conditions
- Work is performed primarily in an office environment.
- UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community.
Job Duties
1. Advises, assists and collaborates with faculty, educators and staff to facilitate development and implementation of curricular content using best practices and standards.Currently these are the Association of American Medical Colleges, Accreditation Council for Graduate Medical Education and The Accreditation Council for Continuing Medical Education. The EDGE software, and the medEd Platform, are examples of the tools used.

2. Facilitates development and implementation of annual reviews, revision, and course evaluations. This involves coordinating complex meetings where courses and curricula are evaluated at a detailed level. Courses must be evaluated for the incorporation of the latest evidence and to ensure they are meeting the objectives of the curricular content.

3. Tracks all scholarly activity. This involves keeping detailed records of publications, presentations, and other scholarly contributions of faculty throughout the course of the academic year. This requires strong organizational skills and the ability to manage multiple projects simultaneously.

4. Performs other duties as assigned.

Knowledge, Skills, & Abilities
Work requires knowledge of medical simulation techniques and the ability to design and implement effective simulations.

EDUCATION
Bachelor's degree in a related field and three (3) years of experience in instructional design, preferably in simulation or technology-based instruction. Master's degree preferred.

Salary
Salary Negotiable

Job Summary
Responsible for the application of methodology and techniques in the development of educational and training programs. Facilitates the integration of technology into the curricula, including the use of Learning Management Systems (LMS) and the use of multimedia in the creation of educational content. Assists in the development of curriculum maps and the alignment of course objectives with institutional and accreditation requirements. Coordinates with other departments to ensure the dissemination of educational materials to students and faculty. Oversees the development of evaluation processes to assess the effectiveness of educational programs. Coordinates with faculty and staff to facilitate the integration of technology into the curricula, including the use of Learning Management Systems (LMS) and the use of multimedia in the creation of educational content. Assists in the development of curriculum maps and the alignment of course objectives with institutional and accreditation requirements. Coordinates with other departments to ensure the dissemination of educational materials to students and faculty. Oversees the development of evaluation processes to assess the effectiveness of educational programs. Coordinates with faculty and staff to facilitate the integration of technology into the curricula, including the use of Learning Management Systems (LMS) and the use of multimedia in the creation of educational content. Assists in the development of curriculum maps and the alignment of course objectives with institutional and accreditation requirements. Coordinates with other departments to ensure the dissemination of educational materials to students and faculty. Oversees the development of evaluation processes to assess the effectiveness of educational programs.
guidelinesFollows strict quality measures of documents scanned into the electronic medical record and/or submitted to applicable insurance Protects the privacy and security of patient health information to ensure that confidentiality is

precertification on all applicable patient accounts. Revises information in computer systems as needed. Documents pertinent information and efforts in computer system based upon department documentation standards. Verifies

ability to perform their job and conduct themselves in a professional and positive manner reflecting a professional environment readily assuming obligations in a dependable and reliable manner. C-Communication, Contribution, and

communicate effectively in all patients and department interactionsThe following is the acronym, “PACT”, and is fundamental to all non clinical positions at UT Southwestern Medical Center: P-Problem Solving: Employees take ownership

Tools/Microsoft Outlook/4-6 Years/End UserTechnical - Desktop Tools/Microsoft Word/4-6 Years/End UserTechnical - Office Equipment/Fax/Copier/4-6 Years/End UserREQUIRED SKILLSMedicare/Medicaid/Government/Commercial

development.MINIMUM QUALIFICATIONSEDUCATION/EXPERIENCEHigh school and two (2) to four (4) years of benefit verification/authorization experience or equivalent. KNOWLEDGE, SKILLS, & ABILITIESFUNCTIONAL

Tracks cases to resolutionCoordinates with case management, physician’s office and/or ancillary department regarding any additional information needed on their part to obtain pre-certification and insurance benefits Pre-Registers

ESSENTIAL FUNCTIONSMonitors the correct patient work queue to determine accounts needing verification.Coordinates with physician’s office and/or ancillary department regarding additional information needed to obtain pre-

communicate effectively in all patients and department interactionsWorking ConditionsWork is performed primarily in general office area. UT Southwestern Medical Center is committed to an educational and working environment that

Verification/AuthorizationBenefits Management/Interacting with Medical Professionals/ADVANCEDEffective and Efficient Problem SolvingAbility to read and write effectivelyAbility to interact with departmental management and

develop personal and professional goals for themselves and will provide opportunities for continued growth and development.Knowledge, Skills & AbilitiesMedicare/Medicaid/Government/Commercial Insurance

codes.Performs other related duties and projects as assigned. This job description should not be considered an exhaustive listing of all duties and responsibilities performed in this position. Our practice encourages all employees to

and have been communicated timely through proper channels. Contacts patient as appropriate to collect critical information and/or to advise of benefits information and “out of network” situations. Coordinates with the financial

observation and day surgery patients when converted to inpatient status and validates that authorization codes match the service delivered including following best practice to obtained revised authorization for codes that are changed

requestsAccurately monitors, reviews, data enters and processes authorizations and validate that the requests are accurate, within the required timeline, and in compliance with the applicable insurance guidelines.Signs into and answers

SecurityThis position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record informationSalarySalary Negotiable SummaryThis position is responsible for

effectively in all patients and department interactions.Work requires understanding and following established procedures.Work requires ability to coordinate and work independently.Work requires proficient knowledge of computers and

are registered and billed correctly. Assists the billing department with appeals when requested.Performs other related duties and projects as assigned. This job description should not be considered an exhaustive listing of all duties and

of-pocket expenses related to treatment specific services rendered.Coordinates financial/registration process for cases and coordinates flow of information to appropriate departments regarding patients.Provides notification to hospital

requested.Protects the privacy and security of patient health information to ensure that confidentiality is maintained.Provides patient education regarding financial aspects of services rendered. Coordinate with clinical financial counselor

responsible for general supervision to ensure that patients are authorized for services related to their medical condition and that this information is disseminated to appropriate parties within UTSW. Responsible for the verification of insurance benefits

SecurityThis position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UTSouthwestern to obtain criminal history record informationSalarySalary Negotiable Experience and EducationBachelor’s Degree
HOSPITAL INVENTORY CLERK II

JOB SUMMARY

Under the direction of the Materials Management or Operations Manager, performs inventory control, management, and reporting duties.

DUTIES AND RESPONSIBILITIES

1. Perform stockroom duties, including receiving, sorting, storing, and packing of items.
2. Responsible for the timely receipt, storage, and positional accounting of all inventory within assigned areas.
3. Responsible for the recording, monitoring and tracking of inventory movements.
4. Maintains cleanliness and organization of assigned areas.

QUALIFICATIONS

High school diploma or equivalent, two years of experience in inventory control, and relevant knowledge of computer applications are required.

This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

Salary

Salary Negotiable

Experience and Education

A Bachelor's degree in business administration or a related field is preferred.

This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

Salary

Salary Negotiable

Experience and Education

A graduate degree in computer science, data science or related health technology field, and eight (8) years of experience in clinical systems and/or project management, required. Certification in a core health informatics application preferred but not required.

This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

Salary

Salary Negotiable

Experience and Education

High school diploma or equivalent, two years of experience in computer operations, and relevant knowledge of computer and communication equipment applications are required.

This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

Salary

Salary Negotiable

Experience and Education

A Bachelor’s degree in accounting and two years of relevant experience or an equivalent combination of education and experience are required.

This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

Salary

Salary Negotiable

Experience and Education

A Bachelor’s degree or equivalent in management or business administration and two years of relevant experience or an equivalent combination of education and experience are required.

This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

Salary

Salary Negotiable

Experience and Education

A Bachelor’s degree in computer science, data science, or related health technology field, and two (2) years of experience in clinical systems and/or project management, required. Certification in a core health informatics application preferred but not required.

This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

Salary

Salary Negotiable

Experience and Education

A Bachelor’s degree or equivalent in management or business administration and two years of relevant experience or an equivalent combination of education and experience are required.

This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

Salary

Salary Negotiable

Experience and Education

A Bachelor’s degree in computer science, data science, or related health technology field, and two (2) years of experience in clinical systems and/or project management, required. Certification in a core health informatics application preferred but not required.

This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

Salary

Salary Negotiable

Experience and Education

High school diploma or equivalent, two years of experience in computer operations, and relevant knowledge of computer and communication equipment applications are required.

This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

Salary

Salary Negotiable

Experience and Education

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Experience and Education

A Bachelor’s degree or equivalent in management or business administration and two years of relevant experience or an equivalent combination of education and experience are required.

This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

Salary

Salary Negotiable

Experience and Education

A Bachelor’s degree or equivalent in management or business administration and two years of relevant experience or an equivalent combination of education and experience are required.
University Classified Sal Pln
Prof Svcs-IR InfraServices

**Job Duties**

Maintains adequate inventory levels, educational and working environment that provides equal opportunity to all members of the University community. As an equal opportunity employer, UT Southwestern prohibits unlawful discrimination, including discrimination on the basis of race, color, sex, national origin, ancestry, age, disability, genetic information, citizenship status, and protected veteran status. In addition, it is UT Southwestern policy to prohibit discrimination on the basis of sexual orientation, gender identity, or gender expression.

Diploma or equivalent. Familiarity with data entry via computer workstation preferred. Previous experience performing related duties preferred. Strong attention to details required.

- Maintains adequate inventory levels.
- Ensures all personnel and laboratory compliance with regulatory requirements appropriate to the laboratory space.
- Oversight of project activities, equipment usage, operating time, research studies, billing, and space for group of people ensuring efficient operation of a research laboratory.
- Coordinates availability of technical assistance, appropriate chemicals, and supplies.
- Performs other duties as assigned.

**Knowledge, Skills & Abilities**

- Demonstrated ability to communicate effectively one-on-one or in small and large groups.
- Good communications skills to learn the needs of the organization.
- Focus on learning and continuous improvement.
- Lead and participate in change management when necessary.
- Monitor and create proactive notification within Genesys and Nuance application systems.

**Experience and Education**

Bachelor's degree in a related discipline such as Computer Science, Business Administration, basic sciences, or computer related field and three (3) years of experience working with and maintaining large database environments, including experience with MS SQL database management systems.

**Security**

This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

**Salary**

Salary Negotiable

**Summary**

Works under minimal supervision.
Security  This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

Salary  Salary Negotiable

Experience and Education  High school diploma or its equivalent required. Two years of associate college degree preferred.

MINIMUM EXPERIENCE: One year of job related experience in a healthcare setting strongly preferred.

Job Duties  Performs other duties as assigned.

Knowledge, Skills & Abilities  Must possess proficient computer skills – must have very good computer skills with knowledge of Microsoft Office products, and ability to use the Internet.

Duties  Receives requests via telephone, email, and/or through department pagers, for interpretation assistance, entering the requests into the Language Services dispatching tool and dispatching interpreters to the requests based on the priority of the request.

**Other Duties:  Performs other duties as assigned.  UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. In accordance with federal and state law, the University prohibits unlawful discrimination, including discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, age, or other characteristic protected by law.**
LEAD ANCILLARY SUPP Plans, coordinates and participates in all in-service educational training of technologists.8. Provides timely reports, as needed, on section operations, volume of examinations, budget, operational problems, etc.9. Responsible for the

Communicates and coordinates with vendors, quality assurance of equipment and scheduling down time. Works with physicist regarding documentation of all reports and suggested or requested actions.6. Responsible for establishing

Ensures a neat, clean and safe environment; and, performs quality control testing as needed. Ensures all equipment is in proper working order, performs minor repairs; and, reports defective and malfunctioning equipment as needed.

adequate staffing and utilization of equipment. Makes policy recommendations within scope of responsibility.2. Ensures technical competency of all technologists assigned to CVIR with oversight in the operation. Ensures all technical

Experience and EducationGraduate of an accredited Invasive Cardiovascular Technology or Radiology program with an

SecurityThis position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information SalarySalary Negotiable SUMMARYWorks under general supervision

Performance and productivity of supervised staff. Reviews current deployment of APP staff and identifies opportunities for future optimization. Conducts annual performance evaluations of assigned APP staff, in conjunction with division

programLICENSURE/CERTIFICATIONLicensure as Advanced Practice Registered Nurse by Texas State Board of Nursing. Authorization for prescriptive authority by the Texas Board of Nursing - OR- Certification by the National Commission

Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. In accordance with federal and state law, the University prohibits

Working Conditions___________________________________________________________________________________________________________________Work is performed primarily in a clinical environment. The

the patient plan of care, including ordering and interpreting laboratory, radiology, and other diagnostic studies/results. Demonstrates proficiency in technical/procedural skills, as appropriate and based on specialty and training. Provides

assigned team, and as designated by leadership. Reports observed APP events affecting access, productivity, and/or clinical practice. Discusses any identified barriers to providing optimal care. Supports collaborative correction or

certification(s) based on UT Southwestern guidelines for Advanced Practice Providers.EXPERIENCEMinimum of three years of experience in advanced practice provider role required, with demonstrated increasing responsibility. Prior

Problem Solving: Employees take ownership in solving problems effectively, efficiently, and to the satisfaction of customers, or managers. They show initiative in addressing areas of concern before they become

suggestions to update and improve policies and procedures related to workflow and effectiveness. Examines correspondence, determines work priority, engages in obtaining and dispersing information as appropriate. Lots of revenue

departmental leaders; approval and follow-up for all University Hospital personnel and some physicians). Provide administration support all leaders under the Chief Financial Officer, to include the Controller, Director or Reimbursement,

Communication: Employees are able to effectively convey information in written and verbal form. They use constructive and professional communication style. They develop, present, and document presentations in a clear and concise manner.

Computer Skills: Employees are able to use software and other technologies. They adapt to new technologies and are comfortable using software and process. They have current knowledge of computer and internet-related software.

SecurityThis position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information SalarySalary Negotiable Experience and EducationBachelor's degree
addition, it is UT Southwestern policy to prohibit discrimination on the basis of sexual orientation, gender identity, or gender expression. In addition, it is UT Southwestern policy to prohibit discrimination on the basis of sexual orientation, gender identity, or gender expression. Prohibits unlawful discrimination, including harassment, on the basis of: race; color; religion; national origin; sex; including sexual harassment; age; disability; genetic information; citizenship status; and protected veteran status. In addition, it is UT Southwestern policy to prohibit discrimination on the basis of sexual orientation, gender identity, or gender expression.
functions: a) Directly interacting with or caring for human-subjects research participants; b) Regularly maintaining, modifying, releasing or similarly affecting human-subjects research records.**Other Duties: Performs other duties as assigned.  UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. In accordance with federal and state law, the University prohibits unlawful discrimination, including harassment, on the basis of: race; color; religion; national origin; sex; including sexual harassment; age; disability; genetic information; citizenship status; and protected veteran status. In addition, it is UT Southwestern policy to prohibit discrimination on the basis of: age; disability; genetic information; citizenship status; and protected veteran status.

Although this position reports to the 

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This position reports to the 

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**Prof Technologist-Mammography**

- Performs standard and complex MEG procedures, utilizing routine and research protocols.
- Ensures that scans and records are properly completed with patient/subject identification data and appropriate information.
- Assists in the orientation and training of new staff.
- Leads the work of technologists ensuring that procedures are performed according to standards.
- Participates in the modality consent forms.
- Performs high quality imaging examinations according to exam protocol in a timely manner.
- Assists the physician as needed in performing additional imaging or biopsy procedures.
- Ensures that images and records are properly documented and performed with a high level of technical accuracy.
- Conducts performance evaluations, promotions, transfers, discharges, and disciplinary measures.
- Requisitions materials and supplies, such as tools, equipment, and replacement parts for work activities.
- Trains workers in methods, procedures, and patient care.
- Ensures that the patient's weight and heart rate are recorded before each MEG exam.
- Tracks MEG scans and receives them from the MEG center at the end of the exam.
- Communicates with patients/subjects clearly and in a professional manner.
- Ensures proper patient/subject preparation, verifies screening protocols, and answers questions.
- Evaluates patients' medical history and symptoms for the procedures' clinical criteria.
- Assists patient in dressing for the exam.
- Participates in startup meetings for new protocols.
- Designs or assists researchers with design of technical setup for new protocols.
- Trains technicians in MEG procedures.
- Reviews, edits, and provides technical descriptions of all MEG related procedures and prepares detailed factual reports of all procedures.
- Demonstrates the ability to access, navigate, and document in multiple software applications.
- Maintains various data sets (ex. Baseline scans, 12 month scans, 24 month scans) and archives.
- Performs data calculations, scoring and statistical analyses while following established QC guidelines.
- Adheres to hospital policies, regulatory compliance, new yearly metrics/department goals, patient satisfaction, and fiscally responsible with regards to equipment, supplies scheduling, and security.

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**Technical Support**

- Assists in the orientation and training of new staff.
- Leads the work of technologists ensuring that procedures are performed according to standards.
- Participates in the modality consent forms.
- Performs high quality imaging examinations according to exam protocol in a timely manner.
- Assists the physician as needed in performing additional imaging or biopsy procedures.
- Ensures that images and records are properly documented and performed with a high level of technical accuracy.
- Conducts performance evaluations, promotions, transfers, discharges, and disciplinary measures.
- Requisitions materials and supplies, such as tools, equipment, and replacement parts for work activities.
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- Performs data calculations, scoring and statistical analyses while following established QC guidelines.
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**Security**

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**Laboratory**

- Tracks MEG scans and receives them from the MEG center at the end of the exam.
- Communicates with patients/subjects clearly and in a professional manner.
- Ensures proper patient/subject preparation, verifies screening protocols, and answers questions.
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**Case Manager**

- Tracks MEG scans and receives them from the MEG center at the end of the exam.
- Communicates with patients/subjects clearly and in a professional manner.
- Ensures proper patient/subject preparation, verifies screening protocols, and answers questions.
- Evaluates patients' medical history and symptoms for the procedures' clinical criteria.
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<table>
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<th>Type</th>
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<th>Hours</th>
<th>Pay Rate</th>
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</tr>
</tbody>
</table>


text: **Profession:**

- **Roles and Responsibilities:**
  - Evaluates current processes and delivery modalities; provides advice to department leadership regarding improvement opportunities. Serves as critical resource for implementation of effective change plans with aggressive goals and timelines.
  - Designs, develops and implements analytic approaches and technical methodology.
  - Utilizes best practices such as Artificial Intelligence and simulations.
  - Formally or informally mentors others on process improvement.
  - Expert in Excel or other super-user analytic tools.
  - Exceptionally produces accurate statistical data presentations to foster a greater understanding among internal and external colleagues and constituents.
  - Shares knowledge, teaches, trains and mentors others.
  - Leads training and contributes material as a content expert.
  - Designs efficient systems that integrate workers, machines, materials, information, and energy to make a product or provide a service.
  - Applies mathematical and engineering principles to the degree required to perform the job based on job requirements.
  - Devises and teaches others about how to create efficient systems that integrate workers, machines, materials, information, and energy to make a product or provide a service.
  - Analyzes care delivery systems using data and coordinates with Quality Improvement Analytics (QIA) to help form and monitor Key Performance Indicators (KPIs).
  - Coaches colleagues and provides guidance as needed.
  - Assists in the development and implementation of strategy and tactics to achieve specified results.

**Education and Experience:**

- Bachelor's degree in industrial engineering, Systems Engineering or similar technical degree with five or more (5+) years of relevant experience. Applicants without the stated preferred degree, but with significant additional related experience may be considered.

**Security:**

This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.
The position is security-sensitive and subject to the Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information. Salary Negotiable

Summary

Provides leadership and direction to the Animal Care Services (ACS) team. This position is accountable for the overall success of the organization through the development of new programs and initiatives, and for the mobilization of resources to ensure the success of the initiatives. The position is responsible for the development, implementation, and ongoing management of the Animal Care Services program. This position reports to the Associate Director of Facilities & Operations. The position is based in the Animal Care Services (ACS) department at UT Southwestern Medical Center.
MANAGER DEPARTMENT FINANCIAL ANALYSIS

Job Duties:
- Assists the Chief Compliance Officer in the preparation of periodic reports to be submitted to the Executive Compliance Committee and to UT Southwestern policy to prohibit discrimination on the basis of sexual orientation, gender identity, or gender expression.
- Establishes and maintains effective communication with internal and external stakeholders, ensuring alignment of internal controls with external regulatory requirements.
- Provides guidance and advice to various compliance staff with respect to the establishment of internal controls and intradepartmental compliance monitoring activities.
- Assists the Chief Compliance Officer in the identification/prioritization of risks, as well as the execution of scheduled compliance reviews, in coordination with the Chief Compliance Officer.
- Provides guidance and advice to various compliance staff with respect to the system of internal controls which provides reasonable assurance that operations are effective and efficient, and assets are safeguarded.
- Ensures compliance with applicable laws, regulations, policies and procedures.
- Performs other duties as assigned.

Experience and Education:
- Bachelor's degree in Business Administration, Nursing, Healthcare Administration, Allied Health or directly related field required (Master's degree preferred).
- Experience with financial and operational policies and procedures.
- Experience in auditing, finance, and compliance.
- Experience in strategic financial consultation and guidance to senior management regarding business proposals, and make recommendations for optimizing the financial impact of business initiatives.

Managerial Skills:
- Ability to plan, organize, and prioritize tasks.
- Ability to work independently and as part of a team.
- Ability to lead and mentor staff.
- Ability to communicate effectively with all employees, leaders and executives.

Security:
- This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

Salary:
- Salary Negotiable

SUMMARY:
- Provides leadership for the Clinical Operations/Strategic Initiatives.
- Provides assistance to Leadership in the coordination and management of Clinical Operations/Strategic Initiatives.
- Works under minimal direction to ensure high levels of abstraction accuracy and ensure alignment with organizational quality standards.
- Demonstrates ability to communicate effectively with all employees, leaders and executives.
The Diagnostic Scheduling...
This document appears to contain various financial and budgetary tables, possibly related to the financial operations of an educational institution. The tables include columns for dates, account numbers, and amounts, which are typical for financial records. The text suggests that the document is discussing financial planning and management, possibly for research or educational projects, given the context of the information provided. The tables are structured in a way that allows for easy comparison and analysis of financial data over time.

The presence of terms like "UT Southwestern Medical Center" and "University of Texas" suggests that the document is associated with these institutions, likely discussing financial aspects related to university operations. The tables include references to financial planning, projections, and budgeting, which are critical for managing the financial health of an academic institution.
<table>
<thead>
<tr>
<th>Position</th>
<th>Department</th>
<th>Title</th>
<th>Experience</th>
<th>Education</th>
<th>Skills &amp; Abilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Managerial HOSP 1C</td>
<td>PROF</td>
<td>hospital classified</td>
<td>negotiable</td>
<td>Bachelor's</td>
<td>Requires exceptional managerial, financial and interpersonal skills.</td>
</tr>
<tr>
<td>SecurityThis position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information SalarySalary Negotiable Experience and EducationBachelor's degree or equivalent combination of education and experience required. Six (6) years applicable experience in a patient care environment to include at two (2) years supervisory experience required. Experience in a large, complex organization and professional network with specific experience in the healthcare industry.</td>
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</tr>
<tr>
<td>UNIVERSITY E</td>
<td>UNIV</td>
<td>University classified</td>
<td>negotiable</td>
<td>Bachelor's</td>
<td>Requires knowledge of EPIC Resolute billing and Cadence Scheduling. Requires knowledge of computers and the ability to problem-solve software issues.</td>
</tr>
</tbody>
</table>
Managerial Payroll Operations

Salary:
- For 0% of time: $10,000.00
- For 100% of time: $10,437.50
- For 200% of time: $10,875.00
- For 300% of time: $11,312.50
- For 400% of time: $11,750.00

Hospital Classified Salary:
- For 0% of time: $7,009.58
- For 100% of time: $7,437.16
- For 200% of time: $7,864.74
- For 300% of time: $8,292.32
- For 400% of time: $8,720.90

NURS
- For 0% of time: $71.87
- For 100% of time: $75.76
- For 200% of time: $84.28
- For 300% of time: $92.80
- For 400% of time: $101.32

Professorial Classified Salary:
- For 0% of time: $8,853.67
- For 100% of time: $9,331.56
- For 200% of time: $9,809.45
- For 300% of time: $10,287.34
- For 400% of time: $10,765.23

**Job Title:** Managerial Payroll Operations

**Summary:** The Managerial Payroll Operations position requires the ability to effectively interpret and apply organizational policies, procedures, and systems. Work requires good interpersonal, organizational, supervisory, and analytical skills. Proven track record of implementing processes to support requirements by studying existing and new legislation; enforcing adherence to requirements; advising management on needed actions. Maintains strict confidentiality. Performs other duties as assigned.

**Knowledge, Skills & Abilities:**
- Work responsibilities:
  - Provides support, training, mentoring, and development to reporting staff on an ongoing basis to ensure the division performs at a maximum performance level.
  - Establish and maintain strong customer relationships with stakeholders.
- Education and Experience:
  - BA in Business, Accounting, Finance or related degree with five (5) years directly related experience. A minimum of twelve (12) college course hours in accounting with at least two (2) years in supervisory capacity is required. Associates degree preferred.
  - Certification in Perioperative Nursing (CNOR) preferred.
  - MSN preferred. 5 years management experience in Perioperative Services.
- Other Skills:
  - Solves problems using innovative thinking and analysis.
  - Organizes and directs operational processes including: Access to care, scheduling, registration, telephone service/response times, clinic dwell times, practice and procedure changes, insurance verification, timely follow-up, and coordination of screening activities.
  - Monitors project timelines, budgets, and milestones, reporting progress to leadership as needed.
  - Plans and executes presentations regarding screening activities and research. Serves on boards and committees supporting institutions services.
  - Partners with providers, health departments and hospital systems to provide preventative care in over 60 clinics.
  - Identifies learning needs/opportunities of staff and addresses the need. Identifies, supports & implements cross training of staff in collaboration with directors & supervisors.
  - Mentors and coaches staff to achieve performance improvement and monitors work flow. Ensures adherence to policies and procedures; recommends and/or implements changes as necessary to maintain efficiency.
  - Works with finance department to develop clinic budget. Tracks performance and variance to budget, ensures appropriate accounting practices and procedures are followed. Prepares and submits various budgetary reports, oversees financial reporting, and evaluates the financial performance of the clinic.
  - Organizes and directs operational processes including: Access to care, scheduling, registration, telephone service/response times, clinic dwell times, practice and procedure changes, insurance verification, timely follow-up, and coordination of screening activities.
  - Monitors project timelines, budgets, and milestones, reporting progress to leadership as needed.
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This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

SUMMARY
Works under minimal supervision.
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<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Education and Experience</th>
</tr>
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<tbody>
<tr>
<td>Patient Navigation Director</td>
<td>Manages patient navigation services for the medical practice. Oversees the development of patient navigation plans and supports patient education. Supports the management of patient records and clinical data.</td>
<td>Bachelor's degree in healthcare administration or related field and at least three (3) years of progressive experience in patient navigation or related field.</td>
</tr>
<tr>
<td>Research Strategist</td>
<td>Partners with the Director of Research Strategy to implement initiatives impacting the research community. Supports new research funding opportunities; works with faculty and departmental grants managers to assist with multi-investigator grant submissions.</td>
<td>Bachelor’s degree in science, finance or related field and at least five (5) years of progressive experience with an academic health system or research organization.</td>
</tr>
<tr>
<td>Manager of Research Trials</td>
<td>Ensures the successful implementation of clinical and basic research trials across multiple departments and possibly business units.</td>
<td>Bachelor’s degree in science, finance or related field and at least five (5) years of progressive experience with an academic health system or research organization.</td>
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<td>Revenue Cycle Analyst</td>
<td>Assists in creating and monitoring models that support revenue cycle outcomes and operations. Supports review and analysis of daily/weekly/monthly reporting revenue cycle reporting reports to identify positive and negative trends affecting revenue cycle outcomes and operations.</td>
<td>Bachelor’s degree in business administration or related field and at least three (3) years of progressive experience in revenue cycle analysis or related field.</td>
</tr>
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<td>Research Patient Navigator</td>
<td>Empowers patients to advocate for themselves and their families and navigate the healthcare system. Supports review and analysis of daily/weekly/monthly reporting research patient navigation reports to identify positive and negative trends affecting research patient navigation outcomes and operations.</td>
<td>Bachelor’s degree in healthcare administration or related field and at least three (3) years of progressive experience in patient navigation or related field.</td>
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<tr>
<td>Research Patient Navigator</td>
<td>Manages the day to day activities of research patient navigators. Oversees and evaluates the performance of patient navigators, supervises and facilitates development of the patient navigators. Responsible for hiring, performance evaluations and disciplinary actions. Ensures the new hire process is compliant with hospital policies and procedures.</td>
<td>Bachelor’s degree in healthcare administration or related field and at least three (3) years of progressive experience in patient navigation or related field.</td>
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<tr>
<td>Medico-Legal and Compliance Director</td>
<td>Responsible for management, coordination and promotion of clinical and basic research trials across multiple departments and possibly business units.</td>
<td>Bachelor’s degree in science, finance or related field and at least five (5) years of progressive experience with an academic health system or research organization.</td>
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<tr>
<td>Manager of Research Trials</td>
<td>Collaborates with the Director of Operations to oversee the implementation of research patient navigation programs. Supports the development of patient navigation plans and supports patient education.</td>
<td>Bachelor’s degree in healthcare administration or related field and at least three (3) years of progressive experience in patient navigation or related field.</td>
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<td>Manager of Research Trials</td>
<td>Enables patients to navigate the healthcare system by providing them with the resources and support they need.</td>
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**Conditions**

- Work is performed primarily in an office setting.
- UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. As an Equal Opportunity / Affirmative Action employer, UT Southwestern prohibits discrimination on the basis of sexual orientation, gender identity, or gender expression.
- Oversee utilization and management of HB and PB dashboards in partnership with IR.
- Providing training to managers and directors on reporting and analysis.
- Serve as a resource to managers and directors regarding data needs.
- Collaborate with business directors and managers to review targeted areas and identify root cause in problem areas including but not limited to WQ volume, charge trending, RVU trending, charge lag and charge reconciliation.
- Support with the review and analysis of daily/weekly/monthly reporting revenue cycle reporting reports to identify positive and negative trends affecting revenue cycle outcomes and operations.
- Assist in creating and monitoring models that support revenue cycle outcomes and operations.

**Knowledge, Skills & Abilities**

- Strong creative instincts and hands-on experience in developing video content.
- Experience in decision-making and problem-solving.
- Knowledge of video production principles and techniques.
- Experience in managing video production projects.
- Ability to work effectively in a team environment.
- Experience in video editing and post-production.
- Strong communication and interpersonal skills.
- Experience in video production software and tools.
- Experience in video production budgeting and planning.
- Knowledge of video production best practices.
- Ability to work under pressure in a fast-paced environment.
- Experience in video production quality control.
- Experience in video production compliance.
- Strong organizational and time management skills.
- Experience in video production project management.
- Experience in video production training and development.
- Experience in video production data analysis.
- Knowledge of video production trends and industry developments.
- Experience in video production research and development.
- Knowledge of video production marketing and sales.
- Experience in video production coordination and collaboration.
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- Experience in video production coordination and collaboration.
- Knowledge of video production technology and equipment.
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deadlines in accordance with regulatory, hospital, and department guidelines. Ensures review of all daily, weekly and monthly records and all compliance audits are up to date. Monitor orders and allocation of all laboratory supplies and applies quality, efficiency and access metrics to define project staffing needs. Plans, organizes, coordinates, and supervises the Quality Assurance activities of their area/s. Provides management reports on status of QA activities. Meets and supervises general duties of their area/s of responsibilities in the Clinical Laboratory Services. Ensures efficient scheduling of staff to perform daily activities of area. Interviews and recommends selection of new laboratory personnel. Other duties as assigned. UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. In accordance with federal and state law, functions involving appropriate department managers. 4. Work collaboratively within Materials Management team, Purchasing Services, Patient Supply and, Distribution Services. Routinely meets with customers and reviews/analyzes functions involving appropriate department managers. 4. Work collaboratively within Materials Management team, Purchasing Services, Patient Supply and, Distribution Services. Routinely meets with customers and reviews/analyzes product conversion. Assist University Hospital staff members with product evaluations. 3. Assist Purchasing Manager with manufacture and GPO sales representatives to assess emerging opportunities; as well as contract start-up functions involving appropriate department managers. 4. Work collaboratively within Materials Management team, Purchasing Services, Patient Supply and, Distribution Services. Routinely meets with customers and reviews/analyzes product conversion. Assist University Hospital staff members with product evaluations. 3. Assist Purchasing Manager with manufacture and GPO sales representatives to assess emerging opportunities; as well as contract start-up functions involving appropriate department managers. 4. Work collaboratively within Materials Management team, Purchasing Services, Patient Supply and, Distribution Services. Routinely meets with customers and reviews/analyzes product conversion. Assist University Hospital staff members with product evaluations. 3. Assist Purchasing Manager with manufacture and GPO sales representatives to assess emerging opportunities; as well as contract start-up.
4. Assist physicians with cosmetic product consultation with the patients.

Duties performed may include one or more of the following core functions:

- Directly interacting with or caring for patients
- Directly interacting with or maintaining the security of human-subjects research participants
- Regularly maintaining, modifying, releasing or similarly affecting patient records (including patient financial records)
- Regularly maintaining, modifying, releasing or similarly affecting medical devices, services, or supplies
- Directly interacting with or maintaining the security of human-subjects research participants

- Workflows and work with team leadership to disseminate as appropriate.
- Creates and maintains objective templates in treatment planning systems based on requirements from Disease Oriented Teams.
- Teaches applied aspects of medical physicists, radiation therapists and physicians regarding implementation of treatment plans which they have created.
- As assigned by Chief Dosimetrist in conjunction with Director of Treatment Planning, may serve as a “superuser” of a treatment planning system.
- Shares knowledge and expertise with less experienced Medical Dosimetrists I or II on treatment planning of their assigned cases.
- Provides technical assistance to medical physicists, radiation therapists, radiation oncologists and other medical staff regarding implementation of treatment plans.
- May be assigned to perform tasks that include, but are not limited to:
  - Monitoring and ensuring adherence to all policies and procedures of the University, such as Human Resources policies and guidelines, accounting regulations, and internal control policies.
  - Ability to coordinate and work independently.
  - Ability to work with confidential information on a daily basis.
  - Skill in providing positive leadership and team building.
  - Ability to ensure adherence to all policies and procedures of the University, such as Human Resources policies and guidelines, accounting regulations, and internal control policies.
  - Setups, treatment devices, machine limitations and treatment planning.
  - Knowledge of computers and office equipment.
  - Ability to ensure adherence to all policies and procedures of the University, such as Human Resources policies and guidelines, accounting regulations, and internal control policies.
  - Achievement of accredited certification by the American Board of Medical Dosimetry or the American Association of Medical Dosimetrists.
  - Demonstrates the ability to work independently.
  - Ability to ensure adherence to all policies and procedures of the University, such as Human Resources policies and guidelines, accounting regulations, and internal control policies.

Certification Board (MDCB) with a minimum of five (5) years clinical experience as a Medical Dosimetrist.

**Job Duties**

- Performs treatment planning for adaptive or advanced 2D, 3D, IMRT, VMAT and SBRT cases.
- Consults with physicians to optimize patient care and treatment outcomes.
- Develops their planning skills by working under the guidance of Medical Dosimetrist II, III, Chief Dosimetrist or Director of Treatment Planning on more challenging cases.
- Keeps current on new treatment planning systems and techniques.
- Ensures the accuracy and completeness of treatment plans.
- Ensures adherence to all policies and procedures of the University, such as Human Resources policies and guidelines, accounting regulations, and internal control policies.
- Provides technical assistance to medical physicists, radiation therapists, radiation oncologists and other medical staff regarding implementation of treatment plans.
- Demonstrates the ability to work independently.
- Ability to ensure adherence to all policies and procedures of the University, such as Human Resources policies and guidelines, accounting regulations, and internal control policies.
- Knowledge of computers and office equipment.
- Ability to ensure adherence to all policies and procedures of the University, such as Human Resources policies and guidelines, accounting regulations, and internal control policies.
- Working knowledge of treatment planning systems.
- Knowledge of medical physics principles.
- Ability to ensure adherence to all policies and procedures of the University, such as Human Resources policies and guidelines, accounting regulations, and internal control policies.
- Ability to ensure adherence to all policies and procedures of the University, such as Human Resources policies and guidelines, accounting regulations, and internal control policies.
- Knowledge of medical physics principles.
- Ability to ensure adherence to all policies and procedures of the University, such as Human Resources policies and guidelines, accounting regulations, and internal control policies.
- Knowledge of medical physics principles.
- Ability to ensure adherence to all policies and procedures of the University, such as Human Resources policies and guidelines, accounting regulations, and internal control policies.
Medical Office Assistant

UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community and is an equal opportunity employer. UT Southwestern is committed to providing accommodations for persons with disabilities. If you have a disability and require accommodations in order to complete the application process, please contact Human Resources at 214-820-0060 or by email to accessibility@utsouthwestern.edu.

**Position Title:** Medical Office Assistant

**Salary:** Salary Negotiable

**Experience and Education:** - Bachelor’s degree with major course work in basic science or ASCP certification as Medical Laboratory Technician and no experience required.

**Job Duties:**
- Conducts basic and routine laboratory work in varied areas of chemistry, biology, physics, and general research. Monitors instruments for normal operation and immediate notification of abnormalities. Maintains quality control data and performs tests and analyses as required.
- Cross-trains and assists other laboratory personnel of lower grade. Performs other duties as assigned.

**Other Duties:**
- Performs other duties as assigned.

**UT Southwestern Medical Center is committed to an educational and working environment that:**

- Provides equal opportunity to all members of the University community and is an equal opportunity employer.
- Is committed to providing accommodations for persons with disabilities.

**Security:**
This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.
An essential role in the medical transcription workflow is the medical transcriptionist. This position is performed under the supervision of the department head and is responsible for producing accurate and timely transcriptions of medical reports. The duties include:

- **Performance of Transcription:** Accurately transcribing medical reports for referring physicians and patient notifications.
- **Quality Assurance:** Ensuring the quality of transcribed reports by adhering to institutional policies and procedures.
- **Productivity:** Meeting departmental productivity standards and following the prioritized work flow as determined by the supervisor.
- **Data Accuracy:** Ensuring demographic data is correct on each report and discharge and admission dates.
- **Special Projects:** Performing special projects such as evaluation of new reagents, procedures, tests, or other duties as assigned.

**Experience and Education:**
- High school diploma or equivalent and up to two (2) years previous related experience is required.
- Preferred: Certified Medical Transcriptionist (CMT).

**Qualifications:**
- Security sensitive position subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

**Working Conditions:**
- Working primarily in the laboratory area with exposure to one or more disagreeable elements, such as bodily fluids, infectious agents, odors, chemicals, contagious diseases, etc.

**Additional Information:**
- UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. In accordance with federal and state law, the University prohibits unlawful discrimination, including harassment, on the basis of: race; color; religion; national origin; sex; including sexual harassment; age; disability; genetic information; citizenship status; or veteran status.

**Teams:**
- The teams are responsible for working collaboratively to maintain adequate inventory and supplies for the department's operation.

**Patients:**
- Ensures patient specimen stability and proper sample processing.

**Instrumentation:**
- Responsible as a primary caregiver for equipment and supplies.

**Certifications:**
- Certification as Medical Technologist by approved accrediting agency is a requirement.
Managerial Accounting

Job Code: MGR 0100

Summary

Manages the accounting processes for the department. This includes budgeting, financial planning, and reporting. Manages staff that compiles and maintains accounting records and prepares financial statements. Manages and maintains Position Control Process. This includes reviewing requests for new positions, changes to existing positions, daily position control reconciliation to ensure all divisions have accurate position control. Assures that effective internal controls are developed and maintained to ensure integrity of the Department. Coordinates the department's physical resource utilization including space planning, budget and inventory control, ensuring effective onboarding and orientation of all new staff and providing high levels of customer service to all department employees to embrace implementation of education technology. Supervises departmental administrative tasks ensuring effective working relationships with organizational peers. Implements institutional policies and procedures while directly administering daily activities to include personnel administration, and recruitment. Provides a high level of service to internal and external customers. Manages and maintains the Position Control Process. This includes reviewing requests for new positions, changes to existing positions, daily position control reconciliation to ensure all divisions have accurate position control. Assures that effective internal controls are developed and maintained to ensure integrity of the Department. Coordinates the department's physical resource utilization including space planning, budget and inventory control, ensuring effective onboarding and orientation of all new staff and providing high levels of customer service to all department employees to embrace implementation of education technology. Supervises departmental administrative tasks ensuring effective working relationships with organizational peers. Implements institutional policies and procedures while directly administering daily activities to include personnel administration, and recruitment. Provides a high level of service to internal and external customers.

Position Requirements

Bachelor's degree in Accounting or related field. Certified Public Accountant or Certified Managerial Accountant. At least 5 years of experience in a managerial position in accounting or financial services. Experience in budgeting, financial planning, and reporting. Experience in managing staff that compiles and maintains accounting records and prepares financial statements. Experience in managing and maintaining Position Control Process. Experience in ensuring effective onboarding and orientation of all new staff and providing high levels of customer service to all department employees. Experience in providing a high level of service to internal and external customers. Experience in managing and maintaining the Position Control Process. Experience in ensuring effective working relationships with organizational peers. Experience in implementing institutional policies and procedures while directly administering daily activities to include personnel administration, and recruitment. Experience in providing a high level of service to internal and external customers.

Security

This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

Salary

Salary Negotiable

UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. In accordance with Texas Education Code 51.215, this position may require a background check for employment. This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

CONFIDENTIALITY

This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

Working Conditions

Work is performed primarily in an office environment.

UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community.

Priority Setting

Works under supervision of the manager to prioritize and manage work for the department. This includes determining specific work assignments and monitoring individual staff productivity. Develop and monitor both production and financial reporting for these areas. Manages daily employee activities for these areas including determining specific work assignments and monitoring individual staff productivity. Develop and monitor both production and financial reporting for these areas. Manages daily employee activities for these areas including determining specific work assignments and monitoring individual staff productivity. Develop and monitor both production and financial reporting for these areas.

Excellent Interpersonal and Teamwork Skills

Excellent interpersonal and teamwork skills.

Excellent Organizational and Project Management Skills

Excellent organizational and project management skills.

Knowledge of Computers, Office Equipment & Other Administrative Tasks

Knowledge of computers, office equipment & other administrative tasks.

Project Management Oversight

Provides project management oversight in the setup and establishment of new space for incoming staff.

Assures that Effective Internal Controls Are Developed And Maintained

Assures that effective internal controls are developed and maintained to ensure integrity of the Department.

Coordinates The Department's Physical Resource Utilization

Coordinates the department's physical resource utilization including space planning, budget and inventory control, ensuring effective onboarding and orientation of all new staff and providing high levels of customer service to all department employees to embrace implementation of education technology.

Manages And Maintains Position Control Process

Manages and maintains Position Control Process. This includes reviewing requests for new positions, changes to existing positions, daily position control reconciliation to ensure all divisions have accurate position control. Assures that effective internal controls are developed and maintained to ensure integrity of the Department. Coordinates the department's physical resource utilization including space planning, budget and inventory control, ensuring effective onboarding and orientation of all new staff and providing high levels of customer service to all department employees to embrace implementation of education technology.

Manages Staff That Compiles And Maintains Accounting Records

Manages staff that compiles and maintains accounting records and prepares financial statements.

Manages The Accounting Processes For The Department

Manages the accounting processes for the department. This includes budgeting, financial planning, and reporting.

Performs Other Duties As Assigned

Performs other duties as assigned.

Knowledge, Skills & Abilities

Ability to manage and direct receivables. Manages daily employee activities for these areas including determining specific work assignments and monitoring individual staff productivity. Develop and monitor both production and financial reporting for these areas. Manages daily employee activities for these areas including determining specific work assignments and monitoring individual staff productivity. Develop and monitor both production and financial reporting for these areas. Manages daily employee activities for these areas including determining specific work assignments and monitoring individual staff productivity. Develop and monitor both production and financial reporting for these areas.

Manages Daily Employee Activities For These Areas Including Determining Specific Work Assignments And Monitoring Individual Staff Productivity

Manages daily employee activities for these areas including determining specific work assignments and monitoring individual staff productivity. Develop and monitor both production and financial reporting for these areas. Manages daily employee activities for these areas including determining specific work assignments and monitoring individual staff productivity. Develop and monitor both production and financial reporting for these areas. Manages daily employee activities for these areas including determining specific work assignments and monitoring individual staff productivity. Develop and monitor both production and financial reporting for these areas.

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Develop and monitor both production and financial reporting for these areas.

Manages Daily Employee Activities For These Areas Including Determining Specific Work Assignments And Monitoring Individual Staff Productivity

Manages daily employee activities for these areas including determining specific work assignments and monitoring individual staff productivity. Develop and monitor both production and financial reporting for these areas. Manages daily employee activities for these areas including determining specific work assignments and monitoring individual staff productivity. Develop and monitor both production and financial reporting for these areas. Manages daily employee activities for these areas including determining specific work assignments and monitoring individual staff productivity. Develop and monitor both production and financial reporting for these areas.

Security Sensitive Position

This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.
### Department of Accounting

<table>
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<th>University</th>
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<tbody>
<tr>
<td></td>
<td>Managerial Accounting</td>
<td>MGR ACCTG</td>
<td>UNIV</td>
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**Responsibilities:**
- Work requires analytical skills.
- Work requires ability to supervise, counsel, and discipline.
- Work requires ability to utilize computer with various software.
- Work requires math skills for computing productivity and evaluation.

**Courses Required:**
- Managerial Accounting
- Business or related field

**Experience and Education:**
- Master's degree or higher in Nursing
- Documentation of completion of accredited Advanced Practice Education Program
- Graduate education and related Texas Board of Nursing

**Security:**
- This position is security-sensitive and thereby subject to the provisions of Texas Education Code 51.215.

**UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community.**

**As an equal opportunity employer, UT Southwestern prohibits unlawful discrimination, including discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, or gender expression.**

**This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.**

**Salary:**
- Salary Negotiable

**Summary:**
- Provides overall clinical and financial management services.
- Manages and recommends the implementation of policies and procedures.
- Assists in project management oversight in the setup and establishment of new laboratories, offices or clinical space for incoming faculty.
- Performs other duties as assigned.

### Department of Materials Management

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<tr>
<td></td>
<td>Manager Admission Systems and Processing</td>
<td>ADMIN SYSS</td>
<td>UNIV</td>
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</table>

**Responsibilities:**
- Responsible for program wide, multispecialty operations.
- Provides guidance to others as needed for complex problems/situations.
- Reviews, analyzes, and resolves medical issues.
- Establishes, develops and implements departmental performance standards.
- Responsible for ensuring effective onboarding and orientation of all new faculty and staff.
- Participates in faculty recruitment, academic/educational appointments and grant and/or financial management.
- May also include operational oversight of both clinical and bench research and/or patient care clinics and clinical laboratories.

**Other Duties:**
- Performs other duties as assigned.

**UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community.**

**In accordance with its policy of providing equal opportunity to all qualified persons, the University prohibits unlawful discrimination against any employee or applicant for employment because of race, color, religion, national origin, sex, sexual orientation, gender identity, or gender expression.**

**This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.**

**Salary:**
- Salary Negotiable

**Summary:**
- Coordinates the department's physical resource utilization including space planning, budget and inventory control, purchasing and utilization of department resources, and other property maintenance providing project leadership.
- Coordinates the department's physical resource utilization including space planning, budget and inventory control, purchasing and utilization of department resources, and other property maintenance providing project leadership.
- Performs other duties as assigned.

### Department of Information Technology

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<tr>
<td></td>
<td>Information Technology Administrator</td>
<td>IT ADMINISTRATOR</td>
<td>UNIV</td>
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</table>

**Responsibilities:**
- Establishes, develops and implements departmental performance standards.
- Responsible for ensuring effective onboarding and orientation of all new faculty and staff.
- Participates in faculty recruitment, academic/educational appointments and grant and/or financial management.
- May also include operational oversight of both clinical and bench research and/or patient care clinics and clinical laboratories.

**Other Duties:**
- Performs other duties as assigned.

**UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community.**

**In accordance with its policy of providing equal opportunity to all qualified persons, the University prohibits unlawful discrimination against any employee or applicant for employment because of race, color, religion, national origin, sex, sexual orientation, gender identity, or gender expression.**

**This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.**

**Salary:**
- Salary Negotiable

**Summary:**
- Establishes, develops and implements departmental performance standards.
- Responsible for ensuring effective onboarding and orientation of all new faculty and staff.
- Participates in faculty recruitment, academic/educational appointments and grant and/or financial management.
- May also include operational oversight of both clinical and bench research and/or patient care clinics and clinical laboratories.

**Other Duties:**
- Performs other duties as assigned.

**UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community.**

**In accordance with its policy of providing equal opportunity to all qualified persons, the University prohibits unlawful discrimination against any employee or applicant for employment because of race, color, religion, national origin, sex, sexual orientation, gender identity, or gender expression.**

**This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.**

**Salary:**
- Salary Negotiable

**Experience and Education:**
- Bachelor's degree or higher in Information Technology
- Working knowledge of TJC standards and CMS Conditions of Participation
- A minimum of 5 years of experience in a clinical role in a hospital setting
- Managing and implementing the clinical information system in support of patient care and regulatory compliance
- Experience with information technology in healthcare environment

**Security:**
- This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.
The University of Texas Southwestern Medical Center at Dallas seeks a Director of Ambulatory Patient Access. This is a key leadership role that provides oversight of the day-to-day operations of the Ambulatory Access Team. Reporting to the Division Chair, the Director oversees a team of patient access professionals and is responsible for the overall success of the Ambulatory Access Team.

Responsibilities:
- Provides leadership and coordination of patient access-related changes organization and proactively understand and mitigate downstream impacts on scheduling, templates and triage processes.
- Ensures that ambulatory access standards and processes are in accordance with all applicable regulations and best practices.
- Manages the day-to-day operations of the Ambulatory Access Team.
- Develops/coordinates initial and ongoing training plans for staff and providers.
- Oversees the delivery of EMR and related workflow training for outpatient clinic staff and providers.
- Analyzes training needs to develop new training programs or modify and improve existing programs to align with organizational goals.
- Manages ARC training and educational programs provided to ARC staff and to other stakeholders.
- Arranges for the maintenance of all necessary equipment and materials relating to the effective delivery and measurement of training.
- Performs other duties as assigned.

Requirements:
- Bachelor's degree in a related field or equivalent combination of education and experience.
- Master's degree preferred.
- Experience in patient access or client services support roles.
- EPIC experience preferred.
- Strong knowledge of healthcare terminology and ability to understand and interpret patient documentation.
- Experience in managing and leading teams.
- Ability to work effectively in a fast-paced environment.
- Strong problem-solving and decision-making skills.
- Excellent interpersonal and communication skills.
- Ability to work independently and as part of a team.

The University of Texas Southwestern Medical Center, one of the nation's leading biomedical research institutions, is committed to the principles of equal employment opportunity. As an equal opportunity employer, UT Southwestern prohibits unlawful discrimination, including discrimination on the basis of race, color, religion, national origin, sex, including sexual harassment, age, disability, genetic information; citizenship status; and protected veteran status. In addition, it is UT Southwestern policy to prohibit discrimination on the basis of sexual orientation, gender identity, or gender expression.

The University of Texas Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. In accordance with federal and state law, the University prohibits unlawful discrimination, including harassment, on the basis of: race; color; religion; national origin; sex; including sexual harassment; age; disability; genetic information; citizenship status; and protected veteran status. In addition, it is UT Southwestern policy to prohibit discrimination on the basis of sexual orientation, gender identity, or gender expression.
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<tr>
<th><strong>Job Title</strong></th>
<th><strong>Department</strong></th>
<th><strong>Job Code</strong></th>
<th><strong>Salary</strong></th>
<th><strong>Years</strong></th>
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<th><strong>Bonus</strong></th>
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<td>5</td>
<td>$7,371.50</td>
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<td>$4,042.35</td>
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<tr>
<td>Managerial</td>
<td>Administration</td>
<td>MGR AUXILIARY SERVICES OPERATIONS</td>
<td>$9,501.25</td>
<td>5</td>
<td>$7,371.50</td>
<td>$5,262.15</td>
<td>$4,042.35</td>
<td>$9,304.50</td>
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</table>

**Job Duties**
- Completes complex tasks or projects by investigating, identifying, and solving problems; recommending and implementing solutions.
- Assists in the development of policies, procedures, and standards.
- Supervises the work of others.
- Participates in the recruitment, selection, and training of employees.
- Reviews and interprets financial and operating information, as appropriate; coordinates and integrates operations with other units.
- Coordinates activities & the documentation of the budget process.
- Develops and enhances budgeting and reporting tools.
- Assists in the development of policies, procedures, and standards.
- Develops billing policies and procedures for new technology and services.
- Develops standardized forms and procedures according to state and federal laws and regulations.

**Education and Experience**
- Bachelor's degree in business administration or a related field.
- Five (5) years of experience in a managerial capacity.
- Experience in budgeting and financial analysis.
- Experience in personnel management.

**Additional Information**
- This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.
- Pay is negotiable based on experience and qualifications.
- UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. In accordance with federal and state law, the University prohibits unlawful discrimination, including harassment, on the basis of race; color; religion; national origin; sex; including sexual harassment; age; disability; genetic information; citizenship status; and protected veteran status. In addition, it is UT Southwestern policy to prohibit discrimination on the basis of sexual orientation, gender identity, or gender expression.
in developing team/program goals and objectives for high impact EMR transformation in key areas. 3. Work collaboratively with leadership at prioritizing changes that will meaningfully improve patient safety and interdisciplinary clinical outcomes.  

**Knowledge, Skills & Abilities**
- Broad knowledge base regarding medical/surgical instruments and equipment.
- Strong understanding of infection control principles.
- Communication skills that promote efficiency, courtesy, and cooperation.
- Flexibility to adapt to rapidly changing technology and work environments.

**Other Duties:** Performs other duties as assigned.  

**Security**
This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

**Salary**
Salary Negotiable

**Experience and Education**
- Five (5) years RN experience.
- Master's degree from an accredited school of Nursing or Social Work program.
- Current Texas (or BNE Compact State) RN or Social Worker license; CCM or ACM certification preferred.

**Job Duties**
1. Provides leadership in the development of a robust training program focused on patient safety and quality improvement.
2. Acts as a change manager, overseeing the implementation of new policies and procedures to align with national standards.
3. Conducts audits to ensure compliance with regulatory requirements and best practices in patient care.

**Additional Responsibilities**
- Consults with interdisciplinary teams to assess and improve patient care processes.
- Prepares presentations and educational materials to support staff training.

**Qualifications**
- Must have a proven track record of success in a similar role.
- Strong leadership and negotiation skills.
- Excellent organizational and time management skills.

**Device Use**
- Must have the ability to operate computerized systems for data entry and reporting.

**Hospitals**
- UT Southwestern Medical Center

**Technology**
- Electronic Medical Records (EMR)

**Transportation**
- Must have a valid driver's license with a clean driving record.

**Physical Requirements**
- Standing for extended periods.
- Lifting and moving equipment.
- Ability to work in a fast-paced environment.

**Supervision**
- Provides supervision to RNs,Licensed Vocational Nurses (LVNs), and support staff.

**Other Information**
- UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. In accordance with federal and state law, the University prohibits unlawful discrimination, including harassment, on the basis of: race; color; religion; national origin; sex; including gender identity; sexual orientation; age; disability; and genetic information.

**MINISTRY OPERATIONS**

**Medical Genetics Program Director**

**Job Description**
Responsible for directing the clinical cancer genetics program, including interviewing, training and monitoring the work performance of the genetic counselors. Oversees and/or teaches others knowledge and skills that are specialized to the field of cancer genetics.

**Qualifications**
- Master’s degree in a related field with a strong foundation in genetics.
- At least five years of experience in a cancer genetics program.
- Knowledge of genetic testing and counseling.

**Job Duties**
1. Provides leadership in the development of the cancer genetics program.
2. Collaborates with medical genetics teams to ensure the program meets patient needs.
3. Oversees genetic counseling within the program.

**Additional Responsibilities**
- Conducts outreach to potential corporate industry research or product development partners with technology opportunities at UT Southwestern and coordinate such efforts with the Managers of Cooperative Research.
- Develops, in conjunction with the Office for Technology Development, a strategic plan for the growth of the cancer genetics program.
- Implements and manages comprehensive orientation, in-service and training programs for social work to support the organizational objectives and in conjunction with the changes in the profession and other regulatory changes.

**Security**
This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

**Salary**
Salary Negotiable

**Experience and Education**
- Bachelor’s degree in a related field.

**Job Duties**
1. Provides leadership in the development of the cancer genetics program.
2. Collaborates with medical genetics teams to ensure the program meets patient needs.
3. Oversees genetic counseling within the program.

**Additional Responsibilities**
- Conducts outreach to potential corporate industry research or product development partners with technology opportunities at UT Southwestern and coordinate such efforts with the Managers of Cooperative Research.
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**Security**
This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.
Job Duties
Manages and supervises staff to achieve institutionally determined standards to include: Effective communication with staff, effective resource management, and efficient operational processes.

Working Conditions
Work is performed primarily in general office/clinic area.

UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community.

As an equal opportunity employer, UT Southwestern prohibits unlawful discrimination, including discrimination on the basis of race, color, national origin, sex, age, disability, genetic information, sexual orientation, gender identity, or gender expression.

Security
This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

Salary
Salary Negotiable

Experience and Education
Bachelor's degree in Business Administration, Health Care Administration, or related field and five (5) years responsible administrative experience in patient care environment to include two (2) years supervisory experience which may include nursing, business, and/or operations management. May consider additional years of experience in lieu of education.

MGR CLIN OPS (BLS) certification, course accredited by the American Heart Association (AHA) or American Red Cross (ARC), are required. Equivalent combination of education and experience may be considered.

Job Duties
Works under limited supervision in the planning, implementing, and evaluating of a specific program within a larger department/unit.

In collaboration with the Manager, provides leadership, direction, monitoring and oversight for Quality, Compliance, Improvement and Safety within UH Nursing portfolio. Works closely with the Magnet program leaders to provide any required support.

Ensures successful financial performance of the clinic including: monitoring adequate financial controls for appointments, charges and payment functions, working with business manager to develop clinic budget, tracking performance and variance to budget, ensuring appropriate accounting practices and procedures are followed, collaborating in the preparation and submission of various budgetary reports, collaborating in the purchasing and expense oversight.

Monitor staffing and scheduling of ambulatory and inpatient nursing and security events to resolve issues promptly and to improve patient care.

Ensure all provider appointment templates satisfy expectations relative to allocated ambulatory effort.

Oversee the management and disposition of controlled substances as part of efforts to maximize patient care satisfaction, session numbers and length. Works for improvement in all key indicators.

Works with practice managers to establish effective internal controls. Coordinates with legal and UTSW experts as necessary.

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Accountable and responsible for the clinical denial prevention and management program for managed care. Minimizes clinical denials by identifying denials and taking appropriate actions to resolve and prevent future denials. Meets with representatives of external payer organizations to ensure proper identification of denials and application of policies and procedures. Directs activities to ensure compliance with payer regulations, and evaluates and recommends changes to relevant policies and procedures. Assures prompt action is taken on denials by coordinating with supervisor/staff. Participates in review of activities or processes for area of coverage. Responds to changes in nursing practice and develops programs to support those changes. Participates in the development and implementation of educational activities. Prepares short and long term planning and programs to address identified needs. Incorporates principles of adult learning in planning, implementation, and evaluation of education programs. Develops/coordinates educational activities for areas of coverage. Participates in review of activities or processes for area of coverage and department. Change Agent: Responds to changes in nursing practice and develops programs to support those changes. Assures proper communication of clinical denials and current payer policies to the staff. \n
Qualifications:
- Bachelor's degree required. Board licensure is required from one of the following: ARRT, ARDMS, ARMRIT, or NMTCB. Current Basic Life Support (BLS). \n- 5 years' experience in medical/surgical setting and at least 2 years in critical care setting. \n- RN license is required from the State of Texas. \n- 3 years' experience in staff development as an educator, coordinator/facilitator, change agent, and researcher. Supports the clinical staff's development and empowers them through knowledge to achieve excellence through the delivery of evidence-based processes.
We are seeking a Manager who will be responsible for supervising investigators by establishing performance metrics, assigning workload, training, and evaluating performance. The Manager will also develop meaningful reporting metrics and approaches to ensure accountability and compliance. This position requires absolute integrity and discretion, the ability to sustain confidentiality (particularly when working under the direction of legal counsel under the attorney client privilege) and reliability. Working Conditions are described separately.

**Position Requirements:**
- Bachelor’s degree or equivalent experience
- Seven (7) years of experience with at least two (2) years progressive, professional experience in compensation program design, implementation, and/or Certified Professional Coder (CPC), strongly preferred
- Supervise investigators by establishing performance metrics, assigning workload, training, and evaluating performance
- Develop meaningful reporting metrics and approaches to ensure accountability and compliance
- Absolute integrity and discretion, ability to sustain confidentiality, and reliability
- Working knowledge of the healthcare industry
- Requires telephone and personal contact with other public and private organizations to obtain assistance in development and establishment of programs
- Requires minimal physical exertion, but may require sitting and standing for extended periods
- Requires accurate and efficient information and data recording

**QUALIFICATIONS:**
- Education/Experience: Bachelor’s degree or equivalent experience and seven (7) years of experience with at least two (2) years progressive, professional experience in compensation program design, implementation, and/or Certified Professional Coder (CPC), strongly preferred.
Managerial: MGR DEPT OPS

Salary Negotiable

Experience and Education:
- Bachelor's degree in business, healthcare administration, or a related field, and at least five (5) years of experience related work experience, including at least two (2) years of supervisory experience.

Job Duties:
1. Manages daily operations of the department by ensuring the delivery of services in support of the University mission.
2. Assists with the development and implementation of policies and procedures related to controlled substance compliance in accordance with state and federal laws.
3. Provides education and training to personnel regarding controlled substance compliance policies and procedures.
4. Oversees the development and implementation of program goals and project timelines, and tracks project milestones and deliverables.
5. Assists in the development of full-scale project plans and associated communications documents.
6. Communicates project expectations to team members and stakeholders in a timely fashion.
7. Assists and advises various stakeholders on meeting specific project goals and outcomes.
8. Supports campus based teams in addressing these issues where required or assigned.
9. Provides program level guidance, support, and leadership to the UT Southwestern Project Management team.
10. Participates in RFQ and RFP selection committee as requested.
11. Supports campus based teams with the development and implementation of policies and procedures related to controlled substance compliance in accordance with state and federal laws.
12. Provides education and training to personnel regarding controlled substance compliance policies and procedures.
13. Supports campus based teams in reviewing and approving construction contracts, changes, technical service contracts, Guaranteed Maximum Price submittals, buy-out documents, pay applications, etc.
14. Facilitates UT Southwestern Medical Center with the development and implementation of construction projects to ensure input, manage expectations, resolve conflicts, and facilitate decisions.
15. Supports campus based teams in construction projects to ensure they are constructed in compliance with project documents, UT Southwestern processes, and state and federal regulations.
16. Provides support to campus based teams to review and approve construction contracts, changes, technical service contracts, Guaranteed Maximum Price submittals, buy-out documents, pay applications, etc.
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<th>Position</th>
<th>Grade</th>
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**Position Description:**

The Manager of Digital Marketing (MGR DIGITAL MARKETING) is responsible for implementing and managing digital marketing strategies that align with the overall marketing objectives of the institution. This includes overseeing the development and execution of digital marketing campaigns across various channels such as social media, email, and the institution’s website.

- **Key Responsibilities:**
  - Develop and execute a comprehensive digital marketing strategy that supports the institution’s goals and objectives.
  - Manage the implementation of digital marketing campaigns, including content creation, social media management, email marketing, and website optimization.
  - Collaborate with the Marketing and Communications team to ensure alignment with overall marketing efforts.
  - Monitor and analyze campaign performance to optimize results.

**Qualifications:**

- Bachelor’s degree in communications, marketing, digital marketing, or a related field.
- Five (5) years of experience developing, implementing, and evaluating digital communication products as part of a comprehensive marketing plan.
- Proficiency in digital marketing tools and platforms such as Google Analytics, Google AdWords, and social media management platforms.
- Strong communication and project management skills.
- Experience with email marketing campaigns and best practices.

UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. In accordance with federal and state law, the University prohibits unlawful discrimination, including discrimination on the basis of race, color, religion, national origin, sex, including sexual harassment, age, disability, genetic information, citizenship status, and protected veteran status.
MGR FACILITIES
Managerial

MGR EMPLOYEE RELATIONS & POLICY ADMINISTRATION
Managerial

staff. Completes complex projects as requested. Performs other duties as assigned. Knowledge, Skills & Abilities
Working Conditions
Work is performed primarily in office setting.

UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. In accordance with federal and state law, the University prohibits unlawful discrimination, including harassment, on the basis of: race; color; religion; national origin; sex; including sexual harassment; age; disability; genetic information; citizenship status; and protected veteran status. In addition, it is UT Southwestern policy to prohibit discrimination on the basis of sexual orientation, gender identity, or gender expression.

In this position, you will be responsible for:

- MGFA monthly/quarterly financial reporting, MGFA Summary of Operations report, annual expenses budget for MGFA, as well as the Clinic Service Administration budget (CSA).
- Prepares monthly A/R reserve calculation and other financial reports
- Manages the design and implementation of security and data access methods to ensure system is properly controlled, monitored and audited.
- Develops and implements maintenance and administration plans to ensure adequate coverage.
- Interviews and provides input regarding hiring of all personnel. May terminate personnel for cause following discussion with and approval from Director and/or Director of Human Resources.
- Provides immediate assistance to multiple units as needed.
- Performs other duties as assigned.

Knowledge, Skills & Abilities:
- Work requires ability to interpret policy and apply procedures, techniques, or practices to work problems.
- Work requires effective written and oral communication skills.
- Work requires ability to adapt rapidly to changing circumstances.
- Work requires ability to work effectively under tight timelines and on high profile projects.
- Work requires excellent oral and written communication skills.
- Work requires ability to respond to disasters, minimizing infrastructure and revenue loss, and facilitating a prompt resumption of operations.
- Creates methodologies and instructional materials to aid UTSW departments in crafting their individual business plans, strategies, and processes.

Experience and Education:
- Bachelor's Degree in Business Administration, Computer Science, or related field and at least seven (7) years of experience in information technology and systems management. Experience working in an academic healthcare environment, including research, education, and administrative units, preferred.
- Experience in the design, implementation, and maintenance of information technology systems, including data management, reporting, and analysis.
- Experience in developing and implementing security and data access methods to ensure system is properly controlled, monitored, and audited.
- Experience in developing and implementing maintenance and administration plans to ensure adequate coverage.
- Experience in managing the design and implementation of security and data access methods to ensure system is properly controlled, monitored, and audited.
- Experience in developing and implementing maintenance and administration plans to ensure adequate coverage.
- Experience in interviews and providing input regarding hiring of all personnel. May terminate personnel for cause following discussion with and approval from Director and/or Director of Human Resources.
- Experience in providing immediate assistance to multiple units as needed.
- Experience in performing other duties as assigned.

If you are interested in applying for this position, please submit your resume and cover letter to hr@utsouthwestern.edu.
University Classified Salary Plan

Position Title: Manager of GIFT Administration

Summary:
The Manager of GIFT Administration is responsible for the overall administration and management of the GIFT Gift Accounting System. This includes ensuring that all GIFT transactions are accurately recorded and reported. The Manager will also work closely with the Office of Accounting to establish new gift subledgers and transfer gift funds to appropriate subledgers.

Responsibilities:
1. Collaborates and works closely with the Office of Accounting to establish new gift subledgers and transfer gift funds to appropriate subledgers.
2. Assists with project as well as an ongoing process to establish routine updating of the systems and methodologies. The scope will span clinical and financial operations and must coordinate between and among quality, financial and operational initiatives to identify the drivers of our business and to fully understand the impact of volume on our business. This will require developing a plan, defense and presentation of a plan and implementation of a plan that is the first initial step.
3. Supports the CFO in the development and implementation of an effective action plan to improve performance through the University Hospitals and Clinics. Utilize available systems and procedures, as requested.
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8. Supports the CFO in the development and implementation of an effective action plan to improve performance through the University Hospitals and Clinics. Utilize available systems and procedures, as requested.

Qualifications:
- Bachelor's degree in Accounting or related field
- Experience in Gift Accounting Systems
- Strong computer and analytical skills
- Ability to work with multiple systems

Salary:
Salary Negotiable

Other Information:
- This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.
- UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. In accordance with federal and state law, the University prohibits unlawful discrimination, including harassment, on the basis of: race; color; religion; national origin; sex; including sexual harassment; age; disability; genetic information; citizenship status; and protected veteran status. In addition, it is UT Southwestern policy to prohibit discrimination on the basis of sexual orientation, gender identity, or gender expression.
- Ensures compliance with applicable laws, regulations, policies, and procedures.
- Performs other duties as assigned.
The position will require the following skills and experience:

- Strong leadership and management skills with the ability to manage a diverse team
- Excellent communication and interpersonal skills
- Ability to work independently and in a team environment
- Experience in clinical research
- Knowledge of regulatory requirements
- Experience in the development of clinical trial protocols

Position Requirements:

- Bachelor's degree in a related field
- At least 5 years of relevant experience in clinical research or a related field
- Knowledge of GCP, GLP, and Good Clinical Practice regulations
- Ability to work under pressure

The successful candidate will be responsible for:

- Overseeing the coordination of the clinical trial
- Ensuring the adherence to the clinical trial protocol
- Monitoring the progress of the clinical trial
- Managing the budget and resources

This position is located in Dallas, Texas, and is a full-time, permanent position.

To apply, please submit your resume and cover letter to: [email@email.com].

UT Southwestern Medical Center is an equal opportunity employer and is committed to diversity in the workplace.
Managerial Health System Practice Development and Acquisition

Levels of internal and external personnel and organizations to obtain or provide information and explain facts, policies, and procedures relating to resolution of problems of a recurring but non-routine nature. Work requires excellent annual performance improvement targets. Meets or exceeds financial goals and objectives of the department.

General Functions
- Attends standing and Ad Hoc meetings.
- Works collaboratively with risk management, department heads, healthcare system’s standards for data quality, integrity and ethical practice. Serves as a consultant on health information management issues including release of information, confidentiality, information security, information storage and healthcare environment, or physician practice management a plus.

Job Duties
- Planning Functions
  - Assists in directing, planning, organizing, monitoring, and evaluating the work of assigned teams to ensure effective and efficient related HIM and supervisory experience, or Associate degree in Health Information, Business, Healthcare Administration, Nursing or other related field with seven (7) years of related HIM and supervisory experience.
  - Additional certifications

- Responsible for hiring, developing, and engaging staff.
- Provides timely, confidential coaching and/or counseling of personnel and communicates with Department Director as appropriate.
- Ensures competency of employees with working knowledge of process improvement methods, statistical process control techniques and database applications.

- Job Duties
  - Supports the strategic educational and research missions of the institution.
  - Technical proficiency with all aspects of simulation including high fidelity simulations, virtual reality.
  - Conditions
    - Work is performed primarily in an office environment.
    - UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. As such, UT Southwestern does not discriminate on the basis of sex, race, color, national origin, disability, age, genetic information, citizenship status, or protected veteran status.
    - In addition, it is UT Southwestern policy to prohibit discrimination on the basis of sexual orientation, gender identity, or gender expression.
  - sexual harassment; age; disability; genetic information; citizenship status; and protected veteran status. In accordance with federal and state law, the University and the ability to partner with cross-functional teams without direct reporting authority over the varied stakeholders. Work requires a strong level of rigor and discipline in using data analytics to problem-solve and drive sustainable follow-up with referring providers to retain and gain business.
- Partner with Communications, Marketing, and Public Affairs (CMPA) to develop and enhance physician focused messaging and collateral. Execute the go-to-market strategies developed plans that produce measurable results.
- Serve as a conduit of information and the voice of referring providers with internal stakeholders.
- Lead referring provider issue resolution, implement sustainable solutions, and proactively responsibilities that present a consistent and professional face of UT Southwestern with referring providers.
- Reimagine the referring provider experience, including knowledge of UT Southwestern specialties, referral, intake, ongoing key initiatives in emerging strategies. Create financial forecasts, benchmarking, and metrics to ensure alignment with overall organization strategic strategies to benefit the entire health system. Evaluates internal innovation ideas to assess the potential for commercialization by reviewing the market, competitive landscape, and other factors to determine potential opportunity. Assist identify operational improvement opportunities - develop hypotheses and deliver analysis by identifying and translating complex data sets into meaningful insights and presenting recommendations to key initiatives in emerging strategies.
University Classified Salary Plan

Salary: $40.44

UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunities to all applicants and employees without regard to race, color, religion, national origin, sex, age, disability, genetic information, or citizenship status. In addition, it is UT Southwestern policy to prohibit discrimination on the basis of sexual orientation, gender identity, or gender expression.

Conditions:
- Work is performed primarily indoors in an office environment.
- Any qualifications to be considered as equivalents in lieu of stated minimums require prior approval of Vice President and Chief Human Resources Officer or his/her designee.

Experience and Education:
- Certified as an IACUC Professional (CPIA).

Job Duties:
- Organizes, trains, and directs staff who carry out the administrative functions of the Office of Institutional Animal Care.
- Provides management, direction, development and guidance to staff in roles of scheduling, insurance verification, patient pre-registration, and financial counseling.
- Promotes professional growth, development and accountability in staff.
- Provides assistance to the institution in defining furniture plans and strategies for mid and long range interior design and furniture efforts.
- Develops, cultivates, and maintains working relationships with internal/external department/agencies and other organizations involved in oversight of human research.
- Supports departmental leadership and other duties as assigned.

Knowledge, Skills & Abilities:
- Work requires ability to effectively interpret and apply organizational policies, procedures, and systems.
- Work requires good interpersonal, organizational, supervisory, and analytical skills.
- Must be able to handle multiple priorities and tasks.
- Must be able to work independently.
- Must have good problem solving abilities.
- Must be able to analyze and evaluate information through research and critical thinking.
- Must be able to communicate effectively both orally and in writing.
- Must be able to work in a team environment.
- Must have ability to make decisions and recommend action.
- Must have ability to prioritize effectively and manage time effectively.
- Must have strong organizational skills.
- Must have the ability to work effectively with all levels of the organization.
learning environment allegations of discrimination, harassment, sexual misconduct, retaliation, and other civil rights violations. Maintains confidential investigation files. Ensures the timely and complete investigations of EO/Civil Rights and response to sexual misconduct, sexual harassment, sexual violence, domestic violence, dating violence, and stalking. Serves as the lead investigator and provides leadership into EEO/Civil Rights investigations of workplace and designed to comply with federal and state legislation, regulation, and case law requiring the prompt and equitable resolution of complaints. Provides training sessions to university faculty, staff, and students regarding the prevention of resolution and problem-solving alternatives, when appropriate and applicable. Assists the Title IX Coordination team in the development, publication, and monitoring of appropriate disclosures, reports, policies, procedures and practices conducts related research, prepares any related correspondence, and submits confidential reports containing investigative findings. Independently manages the coordination and completion of any reports mandated by external maintains a comprehensive case-management system and accurately logs all reports, concerns, and related complaints. Independently analyzes complaints, develops investigative plans, conducts fact-finding, reviews documents, unlawful discrimination, including harassment, on the basis of: race; color; religion; national origin; sex; including sexual harassment; age; disability; genetic information; citizenship status; and protected veteran status. In addition, it is educational and working environment that provides equal opportunity to all members of the University community. As an equal opportunity employer, UT Southwestern prohibits unlawful discrimination, including discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, citizenship status, or veteran status. national public safety and regulatory issues. Can successfully support solution of organization-level customer service issues and complaints, especially those that apply to area of specialty. Has mastery of general medical surgical accreditation standards with regards to acquisition and storage of supplies. Coordinates purchase, receipt, distribution, and inventory control of needed supplies, equipment, and services Insures appropriate patient charges are dropped responsibilities for inventory control and/or distribution functions of cardiac cath lab, electrophysiology and interventional radiology supply chain. ESSENTIAL FUNCTIONS Job Duties: Demonstrate continuous performance improvement in international faculty, trainees, staff, students by assisting with the preparation and processing of non-immigrant (e.g. F, J, H, O, TN, etc.) and immigrant visas sponsored by the institution Serves as an Alternate Responsible Officer for the J security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information Salary   Salary Negotiable  Experience and Education  Bachelor's
Currently, our website is undergoing a routine maintenance. We are unable to process your request at this time. However, we apologize for any inconvenience caused and appreciate your understanding. If you have any questions or concerns, please feel free to contact us. Thank you for your patience and cooperation. 

If you need assistance or have any questions, please feel free to contact us. We are here to help you.

Sincerely,
[Your Name]
[Your Position]
[Your Contact Information]
Position: Program Manager, Marketing Communications

Job Code: 08015

Reporting to: Vice President for Marketing

Salary: $114,015.00

Duties:
- Serve as a liaison between the marketing team and stakeholders, including clinical units, nursing services, and faculty practice.
- Ensure that marketing communications needs are being met for the clinical units.
- Act as an "account manager" for the creative team on marketing communications initiatives.

Requirements:
- Bachelor’s degree and eight years of experience in the development of marketing communications, magazine publishing, or advertising.
- At least four years of specialized experience in marketing communications within a corporation or advertising agency.
- Prior experience in developing and managing budgets.
- Demonstrated success in managing large-scale projects.
- Experience overseeing content management programs across digital and social platforms.

Position: Library Services Manager

Job Code: 15038

Reporting to: Head of Library Services

Salary: $125,250.00

Duties:
- Plans and leads web-based library services, including the creation and administration of dynamically driven web content, online forms, and user interfaces.
- Collaborates with library staff to assure website quality and accessibility.
- Participates in development, implementation, and evaluation of performance improvement activities.
- Collaborates with Clinical Services to ensure outstanding customer service.

Requirements:
- Bachelor’s degree in a related field.
- At least three years of experience in library services.
- Proficiency in personal computer operations, including Microsoft Office.
- Ability to work well within highly structured timelines/deadlines.
- Ability to explain concepts clearly in written and verbal communications.

Position: Senior Manager, Human Resources Development

Job Code: 16208

Reporting to: Vice President for Human Resources Development

Salary: $107,336.00

Duties:
- Participates in development, implementation, and evaluation of performance improvement activities.
- Works collaboratively with Clinical Services to ensure outstanding customer service.
- Insures that all personnel actions are in compliance with federal, state, and local laws and regulations.
- Conducts and coordinates investigations into grievances.

Requirements:
- Bachelor’s degree in Business Administration, Education, Human Resources, Public Administration, or related field with eight years experience.
- Master’s degree preferred.
- Certification in Human Resources Development.
- Proficiency in personal computer operations, including Microsoft Office.
- Ability to work well within highly structured timelines/deadlines.
- Ability to explain concepts clearly in written and verbal communications.
- Commitment to quality and service.

Position: Business Development Specialist

Job Code: 08090

Reporting to: Vice President for Real Estate

Salary: $105,250.00

Duties:
- Participates in development, implementation, and evaluation of performance improvement activities.
- Works collaboratively with Clinical Services to ensure outstanding customer service.
- Insures that all personnel actions are in compliance with federal, state, and local laws and regulations.
- Conducts and coordinates investigations into grievances.

Requirements:
- Bachelor’s degree in a related field.
- At least three years of related work experience, in commercial real estate, lease administration, property management, or real estate accounting.
- Yardi experience is preferred, but not required.

Position: Manager, Leadership Development & Organizational Effectiveness

Job Code: 16380

Reporting to: Vice President for Leadership Development

Salary: $107,336.00

Duties:
- Participates in development, implementation, and evaluation of performance improvement activities.
- Works collaboratively with Clinical Services to ensure outstanding customer service.
- Insures that all personnel actions are in compliance with federal, state, and local laws and regulations.
- Conducts and coordinates investigations into grievances.

Requirements:
- Bachelor’s degree in a related field.
- At least three years of related work experience, in commercial real estate, lease administration, property management, or real estate accounting.
- Yardi experience is preferred, but not required.

Position: Human Resources Consultant

Job Code: 08090

Reporting to: Vice President for Human Resources

Salary: $107,336.00

Duties:
- Participates in development, implementation, and evaluation of performance improvement activities.
- Works collaboratively with Clinical Services to ensure outstanding customer service.
- Insures that all personnel actions are in compliance with federal, state, and local laws and regulations.
- Conducts and coordinates investigations into grievances.

Requirements:
- Bachelor’s degree in a related field.
- At least three years of related work experience, in commercial real estate, lease administration, property management, or real estate accounting.
- Yardi experience is preferred, but not required.

Position: Application Development Specialist

Job Code: 15013

Reporting to: Vice President for Information Technology

Salary: $107,336.00

Duties:
- Participates in development, implementation, and evaluation of performance improvement activities.
- Works collaboratively with Clinical Services to ensure outstanding customer service.
- Insures that all personnel actions are in compliance with federal, state, and local laws and regulations.
- Conducts and coordinates investigations into grievances.

Requirements:
- Bachelor’s degree in a related field.
- At least three years of related work experience, in commercial real estate, lease administration, property management, or real estate accounting.
- Yardi experience is preferred, but not required.

Position: Application Development Specialist

Job Code: 15013

Reporting to: Vice President for Information Technology

Salary: $107,336.00

Duties:
- Participates in development, implementation, and evaluation of performance improvement activities.
- Works collaboratively with Clinical Services to ensure outstanding customer service.
- Insures that all personnel actions are in compliance with federal, state, and local laws and regulations.
- Conducts and coordinates investigations into grievances.

Requirements:
- Bachelor’s degree in a related field.
- At least three years of related work experience, in commercial real estate, lease administration, property management, or real estate accounting.
- Yardi experience is preferred, but not required.

Position: Application Development Specialist

Job Code: 15013

Reporting to: Vice President for Information Technology

Salary: $107,336.00

Duties:
- Participates in development, implementation, and evaluation of performance improvement activities.
- Works collaboratively with Clinical Services to ensure outstanding customer service.
- Insures that all personnel actions are in compliance with federal, state, and local laws and regulations.
- Conducts and coordinates investigations into grievances.

Requirements:
- Bachelor’s degree in a related field.
- At least three years of related work experience, in commercial real estate, lease administration, property management, or real estate accounting.
- Yardi experience is preferred, but not required.

Position: Application Development Specialist

Job Code: 15013

Reporting to: Vice President for Information Technology

Salary: $107,336.00

Duties:
- Participates in development, implementation, and evaluation of performance improvement activities.
- Works collaboratively with Clinical Services to ensure outstanding customer service.
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- Conducts and coordinates investigations into grievances.

Requirements:
- Bachelor’s degree in a related field.
- At least three years of related work experience, in commercial real estate, lease administration, property management, or real estate accounting.
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Position: Application Development Specialist

Job Code: 15013

Reporting to: Vice President for Information Technology

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Position: Application Development Specialist

Job Code: 15013

Reporting to: Vice President for Information Technology

Salary: $107,336.00

Duties:
- Participates in development, implementation, and evaluation of performance improvement activities.
- Works collaboratively with Clinical Services to ensure outstanding customer service.
- Insures that all personnel actions are in compliance with federal, state, and local laws and regulations.
- Conducts and coordinates investigations into grievances.

Requirements:
- Bachelor’s degree in a related field.
- At least three years of related work experience, in commercial real estate, lease administration, property management, or real estate accounting.
- Yardi experience is preferred, but not required.
In accordance with federal and state law, the University prohibits unlawful discrimination, including harassment, on the basis of: race; color; religion; national origin; sex; including sexual harassment; age; disability; genetic information; citizenship status; and protected veteran status. In addition, it is UT Southwestern policy to prohibit discrimination on the basis of sexual orientation, gender identity, or gender expression.

Job Duties

- Works under the general supervision of the Manager or Director and is responsible for performing all tasks related to the development, implementation, and enforcement of the University’s medical staff credentialing program to ensure the highest level of quality care for patients.
- Acts as the liaison between the Medical Staff and the Administration, the Medical Staff Executive Committee, the Credentials Committee, and Medical Staff members.
- Monitors the compliance of the Medical Staff’s actions and implements corrective actions if necessary.
- Communicates with and prepares reports on patients’ medical conditions, their care, and medical staff members’ credentials.
- Collaborates with other departments such as financial services, accounting, patient registration, and human resources.
- Assures the timely and accurate submission of all medical staff members’ credentials, including ongoing documentation and reports.
- Performs other duties as assigned.

Knowledge, Skills & Abilities

- Proficiency in using Microsoft Word, Excel, PowerPoint, and Epic
- Strong negotiating, analytical & organizational skills
- Ability to be flexible with workloads and projects
- Ability to communicate effectively
- Ability to work independently and with a team
- Ability to prioritize and manage multiple tasks simultaneously
- Ability to establish and maintain good working relationships with internal and external contacts
- Ability to handle sensitive or confidential information
- Ability to handle pressure situations

Education and Experience

- Bachelor's degree in a relevant field
- Ten years experience in the field of medical staff credentialing, with five years experience in the managing of a Medical Staff Office. Three years experience working with a centralized credentialing office.

Security

This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.
Security
This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

Salary
Salary Negotiable

Experience and Education
Bachelor’s degree

Other Duties:
- Performs other duties as assigned.

UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. In accordance with this commitment, all individuals equally affected by any aspect of the University’s operations are afforded equal opportunity and protection from discrimination and harassment. The University shall not discriminate against any employee or applicant for employment because of race, color, religion, national origin, sex, age, marital status, sexual orientation, gender identity, genetic information, disability, or protected veteran status. Similarly, the University shall not discriminate against any individual on the basis of physical or mental disability in employment operations, admission policies, or other University-sanctioned programs. In addition to the federal protections, the University also unconditionally affirms its commitment to protecting the privacy and personal information of all members of its community.

Other Duties:
- Conducts ongoing research and development to improve processes and procedures to ensure compliance with all governmental regulations and non-governmental guidelines.
- Manages denial prevention efforts through trending of charge review and follow up work queues, collecting input from both professional and hospital billing integrity teams, review of coding-related denial patterns, national normative data, CMS and OIG work plans and advisories, and healthcare industry best practices. Collaborate with hospital billing integrity to ensure coding practices are consistent on facility and professional claims.
- For the professional practice plan.
- Manages denial prevention efforts through trending of charge review and follow up work queues, collecting input from both professional and hospital billing integrity teams, review of coding-related denial patterns, national normative data, CMS and OIG work plans and advisories, and healthcare industry best practices. Collaborate with hospital billing integrity to ensure coding practices are consistent on facility and professional claims.
- For the professional practice plan.
- Conducts ongoing research and development to improve processes and procedures to ensure compliance with all governmental regulations and non-governmental guidelines.
As an equal opportunity employer, UT Southwestern prohibits unlawful discrimination, including discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, or veteran status.

UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. In accordance with federal and state law, the University prohibits discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, or veteran status.

6. Develops and maintains an appropriate and timely follow-up and submits to DON. Conducts staff meetings and coordinates special projects, which may include educational activities, research projects, recruitment, and interdisciplinary and peer review processes.

5. Identifies operational and financial threats to the success of various Business Affairs departments, serving as leader within Business Affairs for problem resolution. The Manager of Guest & Patient Services manages staff within the department and provides direction to other staff within various Business Affairs departments, serving as leader within Business Affairs for problem resolution. The Manager of Guest & Patient Services manages staff within the department and provides direction to other staff within various Business Affairs departments, serving as leader within Business Affairs for problem resolution.

4. As an equal opportunity employer, UT Southwestern prohibits unlawful discrimination, including discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, or veteran status.

3. In accordance with federal and state law, the University prohibits discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, or veteran status.

2. UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. In accordance with federal and state law, the University prohibits discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, or veteran status.

1. UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. In accordance with federal and state law, the University prohibits discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, or veteran status.
Education: A Bachelor’s degree in Business Management, Health Care Administration, or related field, and five (5) years of responsible administrative and/or customer service working experience are required. Preferred working experience is in a large, multi-specialty health care environment.

Responsibilities:
- Ensure that the program design, data collection, and measurement reporting are in accordance with compliance protocols.
- Drive opportunities towards increased data capture, enhancement of program goals, and monitor quality of care.
- Provide input and guidance to team members to ensure they are meeting goals and deliverables.
- Develop innovative ways to enhance the patient experience at UTSW, such as by implementing new technologies or processes.
- Work with stakeholders and executive management in various departments to design and implement new processes.
- Conduct feedback, goal setting, mentoring, and coaching to achieve performance improvement.
- Monitor workflows and adherence to policies and procedures.
- Develop new training resources and programs for the patient navigation team.

Qualifications:
- Requires the ability to monitor and maintain a budget for personnel and operations of the office staffing, timekeeping, hiring, onboarding, performance appraisals, office asset inventory, and acquisitions.
- Requires good oral and written skills.
- Requires ability to prioritize workflow and perform flexible work tasks.
- Requires telephone and personal contact with all levels of internal and external customers.
- Requires ability to work with diverse populations and situations.

Salary: Salary Negotiable

Experience and Education:
- High School

**Other Duties:** Performs other duties as assigned.

UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. In accordance with federal and state law, the University prohibits unlawful discrimination, including harassment, on the basis of: race; color; religion; national origin; sex; including sexual harassment; age; disability; genetic information; citizenship status; and protected veteran status. In addition, it is UT Southwestern policy to prohibit harassment of employees that are not protected classes if the harassment interferes with the employee's job performance or creates an intimidating or hostile working environment.

Security: This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information upon hiring and annually thereafter.
Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. As an equal opportunity employer, UT Southwestern prohibits unlawful harassment, on the basis of: race; color; religion; national origin; sex; including sexual harassment; age; disability; genetic information; citizenship status; and protected veteran status. In addition, it is UT Southwestern policy to prohibit discrimination on the basis of sexual orientation, gender identity, or gender expression.

Security
This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

Salary
Salary Negotiable

Summary
Manages, coordinates, and directs program development, best-practice operational efficiencies, and project management. Work with the Information Resources team to support the development and deployment of information technology that effectively supports the business.

Knowledge, Skills, & Abilities
- Ability to interpret and apply organizational policies, procedures, and systems. Work requires proven supervisory, customer service, written and verbal communication skills. Work requires proven ability to handle multiple complex activities simultaneously and to manage time and priorities.
- Articulates views clearly and directly. Requires strong negotiating, analytical & organizational skills as well as the ability to be adaptable, flexible, and to think strategically.
- Drives for Results - Manages business operations, processes. Responsible for developing and monitoring detailed audit report on staff quality, productivity, and staffing metrics. Provides management, direction, development, and guidance to staff in roles of insurance verification, patient registration, and financial clearance of inpatient and outpatient services across multiple clinics, specialties, departments and within the hospital. Demonstrate continuous performance improvement in targeted areas of responsibility in alignment with the overall annual Hospital performance improvement targets.
- Masters the business of the other functional area areas.
- Leads Change - Takes initiative; shows adaptability, flexibility; thinks and plans strategically; articulates clear vision and goals; champions innovation.
- Leads development of billing structure and reimbursement policies for ambulatory, managed care, pharmacy, etc.
- Supports and partners with the Chief Financial Officer on hospital and health system goals and other administrative and financial issues.
- Lead strategy in the development of reporting capabilities that can identify opportunities to increase collection rates.

Job Duties
- Develop the strategy to optimize contractual performance incentives at the department and global level incorporating elements of clinical best practices.
- Serves as the primary resource for problem identification and strategic solutions.
- Coordinates all workflow issues and accounts concerns with Supervisors, peers, and leadership. Ability to properly delegate and prioritize.
- 1. Demonstrate continuous performance improvement in targeted areas of responsibility in alignment with the overall annual Hospital performance improvement targets.
- 2. Coordinates all workflow issues and accounts concerns with Supervisors, peers, and leadership. Ability to properly delegate and prioritize.

MINIMUM QUALIFICATIONS
EDUCATION/EXPERIENCE
Bachelor's degree with three (3) years' applicable experience in the healthcare environment.
Managerial

HOSP

Managerial

UNIV

Managerial

University Classified Sal Pln

$8,096.25

$481.73

$11,403.67

$76,714.00

$88,458.00

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MGR QUAL & PERF MEASURES

MGR PROGRAM OPS

Personal computer knowledge and proficiency, EMR (EPIC experience desired), data analysis skills. Job Duties Demonstrate continuous performance improvement in targeted areas of responsibility in alignment with the overall annual status, or veteran status.

Knowledge, Skills & Abilities Work requires ability to manage and direct staff. Work requires ability to monitor personnel issues with staff under his/her area of responsibility. Provides structure, direction, and accountability on projects and prioritizes staff workflow. Mentors and provides opportunities for staff development including cross systems and to optimize service for professional and departmental staff. Maintains awareness of vendor technology trends including how those directions will impact departmental systems and operations. Coordinates with systems on process. Develops procedural documents and SOP's/training tools that standardizes processes for Purchasing Operations. Oversees the supplier add process and coordinate with vendors to optimize service support for departmental supervising master data management activities for item master accuracy. Manages and monitors incidents within enterprise ticket management system (ServiceNow) to ensure SLAs are achieved. Oversee the Recall protocol and reporting managing staff in a complex multifunction organization. Proven ability to delegate authority and meet deadlines. Demonstrated excellent interpersonal relations and customer service skills. Job Duties Manages a team that serves as accuracy. Also ensures operations and staff meet the highest standards of quality, integrity and ethics while meeting all corporate compliance and government regulations and standards.

Experience and Education Bachelor's degree in Security This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information Salary Salary Negotiable Experience and Education Associates including sexual harassment; age; disability; genetic information; citizenship status; and protected veteran status. In addition, it is UT Southwestern policy to prohibit discrimination on the basis of sexual orientation, gender identity, or
remain current in the field, and to ensure that the Health System understands the impact of new regulations on its business and takes appropriate action. This requires constant research and knowledge of services and operations and a combination of education and experience may be considered. Job Duties 1. Coordinate all aspects of Medicare and Medicaid cost reporting and related activities, including filings, audits, appeals, and reopenings. Prepare HCFA 855 and other regulatory forms.  

Manages continuous performance improvement initiatives in targeted areas of responsibility by: 1. Identifying opportunities for process improvement. 2. Implementing improvements to processes and systems. 3. Monitoring and evaluating the effectiveness of improvements. 4. Ensuring the appropriate documentation and reporting of improvement initiatives. 5. Collaborating with relevant stakeholders to ensure the success of improvement initiatives. 6. Providing training and support to staff to improve performance and outcomes. 7. Ensuring the integration of improvement initiatives into the daily operations of the organization. 8. Proactively identifying and educating leadership and staff regarding quality requirements, and new guidelines. 9. Working closely with ambulatory and hospital staff leadership, clinical department leaders and other key stakeholders to ensure alignment and support for continuous improvement initiatives.  

The Manager of Quality Improvement Analytics at UT Southwestern Medical Center is a key member of the Clinical Performance Improvement (CPI) team. This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information. 

**Salary**  
Salary Negotiable  

**Experience and Education**  
Bachelor's degree in a Healthcare field and experience in healthcare delivery environment is strongly preferred. 

**Responsibilities**  
1. Coordinate all aspects of Medicare and Medicaid cost reporting and related activities, including filings, audits, appeals, and reopenings. Prepare HCFA 855 and other regulatory forms. 
2. Manages continuous performance improvement initiatives in targeted areas of responsibility by: 1. Identifying opportunities for process improvement. 2. Implementing improvements to processes and systems. 3. Monitoring and evaluating the effectiveness of improvements. 4. Ensuring the appropriate documentation and reporting of improvement initiatives. 5. Collaborating with relevant stakeholders to ensure the success of improvement initiatives. 6. Providing training and support to staff to improve performance and outcomes. 7. Ensuring the integration of improvement initiatives into the daily operations of the organization. 8. Proactively identifying and educating leadership and staff regarding quality requirements, and new guidelines. 9. Working closely with ambulatory and hospital staff leadership, clinical department leaders and other key stakeholders to ensure alignment and support for continuous improvement initiatives. 

**Other Duties**  
Performs other duties as assigned. 

**Security**  
This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information. 

**Applications**  
Applications are encouraged from candidates who represent the diverse communities we serve. UT Southwestern prohibits unlawful discrimination, including discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, citizenship and/or veteran status. In addition, it is UT Southwestern policy to prohibit discrimination on the basis of sexual orientation, gender identity, or gender expression.
Salary Negotiable

Experience and Education
Bachelor’s degree...

Job Duties
Ensures that inpatient concurrent reviews and...

Other Duties: Performs other duties as assigned. UT.......

Security
This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information...
MGR SOURCING & CONTRACT

opportunity to all members of the University community. In accordance with federal and state law, the University prohibits unlawful discrimination, including harassment, on the basis of: race; color; religion; national origin; sex; including sexual orientation and gender identity. This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

Salary
Salary Negotiable

SUMMARY
This position collaborates with the Simmons Cancer Center (SCCC) Clinical Research Administration (CRA) business operations team, which consist of informatics project manager, finance project manager, accountant(s), financial analyst(s) and clinical trials coverage analyst(s) responsible for oversight of all financial activities related to clinical research studies. Reports to the Associate Director for SCCC Clinical Research Operations. Works under limited supervision to implement, oversee, and evaluate the business operations associated with all oncology clinical research studies

Knowledge, Skills & Abilities
Analytical and strategic thinker.
Strong Editorial and writing skills.
Strong instructional and speaking skills.
Ability to master medical research regulations and proposal development.

Working Conditions
Work is performed primarily in clinical areas. UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. In accordance with federal and state law, the University prohibits unlawful discrimination, including harassment, on the basis of: race; color; religion; national origin; sex; including sexual orientation and gender identity. This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

Job Duties
Reporting to the Associate Director for Simmons Comprehensive Cancer Center (SCCC) Clinical Research Administration (CRA) business operations team, which consist of informatics project manager, finance project manager, accountant(s), financial analyst(s) and clinical trials coverage analyst(s) responsible for oversight of all financial activities related to clinical research studies. Reports to the Associate Director for SCCC Clinical Research Operations. Works under limited supervision to implement, oversee, and evaluate the business operations associated with all oncology clinical research studies

- Liaise with investigators, study teams, and external partners to develop strategic financial plans.
- Oversee the implementation and ongoing administration of financial policies and procedures for all clinical research studies
- Lead the development and implementation of financial policies and procedures in collaboration with the CRA business operations team
- Monitor and assess the compliance of clinical research studies with the financial policies and procedures
- Serve as the primary contact for financial issues related to clinical research studies
- Collaborate with the CRA business operations team to ensure the timely and accurate completion of all financial activities related to clinical research studies

Experience and Education
Bachelor's degree required. Master's degree preferred. Equivalent combination of education and relevant experience may be considered in lieu of degree.

Other Duties
Performs other duties as assigned.
Opportunity for telecommuting.

This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

Salary

Salary Negotiable

Summary

The Manager of Special Events is responsible for overseeing all events. Works with the leadership of Sponsored Programs on special initiatives and reports. Responsible to oversee university-wide activities for the expeditious and timely completion of projects. Maintains matrix relationship with staff across all areas of Sponsored Programs Administration in order to complete tasks. Ensures compliance with applicable laws, regulations, policies, and procedures. Maintains confidentiality. Develops presentation materials. Presentations will include all aspects of proposal development, financial management and reporting/closeout. Devises course schedule and coordinates with University Scheduling and AV staff to book.”
Senior Talent Acquisition Specialist

Under minimal supervision, works collaboratively within the Talent Acquisition team and with groups across the larger organization in providing support and guidance to employees, colleagues and/or customers. This role supports Internal Audit, the Office of Federal Contract Compliance Programs (OFCCP), and the Equal Employment Opportunity Commission (EEOC) standards, referencing the university's policies, procedures, and systems. It involves providing equal opportunity to all members of the University community. As an equal opportunity employer, UT Southwestern prohibits unlawful discrimination, including discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, pregnancy, marital status, or veteran status.

Job Duties:
- Manages a team that serves as primary liaison between Departments.
- Oversees service recovery and match exceptions.
- Manages workflows and monitors internal controls and reporting structure.
- Performs other duties as assigned.

Knowledge, Skills, & Abilities:
- Key knowledge of modern health care administration, principles and practices within a complex multifunction organization.
- Proven ability to delegate authority and meet deadlines.
- Demonstrated excellent interpersonal relations and customer service skills.
- Equivalent combination of relevant education and experience may be substituted as appropriate.

Supervising positions that are security-sensitive and subject to the provisions of Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

Salary Negotiable

Manager Supply Chain - Laboratory

Manager Supply Chain - Laboratory is responsible for implementing and maintaining an inventory management program for the Laboratory departments at a system level. This position will be responsible for management, analysis, forecasting and reporting. Experience and Education: Bachelor's degree and 3-5 years hospital or multi-hospital supply chain inventory control and/or distribution experience. Additional consideration will be given to candidates with relevant experience in the healthcare industry.

Under minimal supervision, this position is responsible for managing, analyzing, forecasting and reporting. Experience and Education: Bachelor's degree in Business Administration, Accounting, or related field and 3-5 years of experience in the healthcare industry.

Project Manager - Supply Chain

This position is responsible for managing, analyzing, and reporting activity levels and anticipating needs. Experience and Education: Bachelor's degree in Supply Chain Management or related field and 3-5 years of experience in the healthcare industry.

Senior Manager Supply Chain - Operations

This position is responsible for managing, analyzing, and reporting activity levels and anticipating needs. Experience and Education: Bachelor's degree in Supply Chain Management or related field and 5-7 years of experience in the healthcare industry.

Assistant Manager Supply Chain - Operations

This position is responsible for managing, analyzing, and reporting activity levels and anticipating needs. Experience and Education: Bachelor's degree in Supply Chain Management or related field and 3-5 years of experience in the healthcare industry.
sexual orientation, gender identity, or gender expression.

9. UT Southwestern Medical Center Administrator for the National Board of Medical Examiners website to give permissions to UT Southwestern Faculty, Clerkship controls and ensure the integrity of the department (quality control). Assures that effective internal controls are developed and maintained to ensure integrity of the Department.

6. Coordinates the department's physical resource needs and budget to support efficient operation of projects. Supervises, trains, and evaluates all technical personnel, maintaining appropriate records and evaluations according to departmental and university guidelines. Reviews regulatory and accreditation requirements and monitors project schedules of personnel within transplant department to ensure smooth and efficient operation is maintained.

5. Oversees ordering and allocation of all supplies, materials, and equipment; maintains adequate inventory to ensure availability of required items. Manages vendor contracts and relationships to secure cost-effective products and services. Ensures compliance with all departmental and university policies and procedures.

4. Identifies potential problems and proactively recommends solutions. Implements archiving systems for all jobs, artwork, and photography. Plans, develops, and implements practices for improving client relations and customer service according to the company's approach and delivery. Produces and distributes accurate and meaningful traffic reports to marketing and communication managers, including running weekly production meetings.

3. Assist in monitoring project risks and scope creep to ensure project stability and success. Coordinates project budget, timelines, and milestones with internal and external stakeholders. Ensures that project work meets or exceeds customer estimates.

2. Experience and Education: Bachelor's degree and two years experience in a traffic or project management role within a project-based creative or interactive agency. Knowledge of both print and digital production processes is required. Excellent customer service skills are necessary. Work requires ability to work well in a team environment. Work requires problem solving and negotiation skills. Work requires ability to utilize appropriate/needed software. Work requires ability to work in a fast-paced environment with attention to detail.

5. Objectives, other duties: Perform other duties as assigned. UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. As an equal opportunity employer, UT Southwestern prohibits unlawful discrimination, including discrimination on the basis of race, color, national origin, religion, sex, disability, age, or genetic information.

The preferred candidate will have a background that shows ability to learn new topics quickly and adjust to new environments in stride. Applicants without the stated degree, but with progressively responsible experience in Learning or Leadership Development, including preferably experience in a healthcare or university environment, or equivalent experience. Ph.D. preferred.

4. Job Duties: Develop, communicate, monitor and enforce policies, procedures, protocols, pathways, schedules, and other work processes. Ensure compliance with all legal, regulatory and accrediting standards. Participate in the development and implementation of departmental and institutional strategic plans. Serve as primary liaison with our UTSW finance partners for all aspects of financial and contract analysis strongly preferred. The preferred candidate will have a background that shows ability to learn new topics quickly and adjust to new environments in stride. Applicants without the stated degree, but with progressively responsible experience in Learning or Leadership Development, including preferably experience in a healthcare or university environment, or equivalent experience. Ph.D. preferred.
**Volunteer Services Managerial Professional**

- **Salary:** $63,804.00
- **Department:** HOSP
- **Responsibilities:**
  - Works with hospitals and clinics to recruit and identify new volunteers to fill critical volunteer roles in a timely manner.
  - Promotes the recruiting and programming of volunteers throughout the DFW community.
  - Organizes and facilitates volunteer meetings.
  - Assists with the planning and volunteer assignments for all special public on-site events.
  - Coordinate and follow annual record retention inventory policy and procedures for Volunteer Services.
  - Assists with the planning and volunteer assignments for all special public on-site events.

**Chief of Police**

- **Salary:** $97,155.00
- **Department:** UT Southwestern Medical Center
- **Responsibilities:**
  - Performs police-related duties and provides assistance to the Director of Police for internal and external contacts concerning policies and procedures.
  - Policing, researching priorities, and responding to incoming administrative issues and concerns addressed to the Chief of Police, including those of a sensitive or confidential nature.
  - Reporting fiscal and personnel matters, status and performance, and employee satisfaction.
  - Review, implement, monitor, and improve Imaging Services quality, performance and safety.
  - Contributes to the development, implementation and management of plans to start new services, and grow existing service volumes.
  - Develop, monitor, report and manage Operating and Capital Budgets - emphasizing comprehensive equipment and facility planning and ongoing expense reduction.
  - Develop, communicate, monitor and improve Imaging Services quality, performance and safety.

**Research Administrator**

- **Salary:** $8,753.00
- **Department:** University Classified Salary Plan
- **Responsibilities:**
  - Performs other duties as assigned.

**Chief Information Officer**

- **Salary:** $136,844.00
- **Department:** University Classified Salary Plan
- **Responsibilities:**
  - Works to create and maintain budget for department.
  - Facilitate volunteer orientations, training classes and volunteer meetings.
  - Generates or delegates volunteer related reports as needed.
  - Coordinates and follows annual record retention inventory policy and procedures for Volunteer Services.
  - Assists with the planning and volunteer assignments for all special public on-site events.

**Research Manager**

- **Salary:** $9,963.96
- **Department:** University Classified Salary Plan
- **Responsibilities:**
  - Works to create and maintain budget for department.
  - Facilitate volunteer orientations, training classes and volunteer meetings.
  - Generates or delegates volunteer related reports as needed.
  - Coordinates and follows annual record retention inventory policy and procedures for Volunteer Services.
  - Assists with the planning and volunteer assignments for all special public on-site events.

**Security Officer**

- **Salary:** $574.99
- **Department:** University Classified Salary Plan
- **Responsibilities:**
  - Performs other duties as assigned.

**Systems and Organizational Specialist**

- **Salary:** $179.87
- **Department:** University Classified Salary Plan
- **Responsibilities:**
  - Performs other duties as assigned.

**Supervisor of Facility Maintenance**

- **Salary:** $547.75
- **Department:** University Classified Salary Plan
- **Responsibilities:**
  - Performs other duties as assigned.

**Financial Analyst**

- **Salary:** $547.75
- **Department:** University Classified Salary Plan
- **Responsibilities:**
  - Performs other duties as assigned.

**Information Technology Specialist**

- **Salary:** $547.75
- **Department:** University Classified Salary Plan
- **Responsibilities:**
  - Performs other duties as assigned.

**Systems Analyst**

- **Salary:** $547.75
- **Department:** University Classified Salary Plan
- **Responsibilities:**
  - Performs other duties as assigned.

**Security Engineer**

- **Salary:** $547.75
- **Department:** University Classified Salary Plan
- **Responsibilities:**
  - Performs other duties as assigned.

**Systems Administrator**

- **Salary:** $547.75
- **Department:** University Classified Salary Plan
- **Responsibilities:**
  - Performs other duties as assigned.

**Systems Programmer**

- **Salary:** $547.75
- **Department:** University Classified Salary Plan
- **Responsibilities:**
  - Performs other duties as assigned.

**Web Developer**

- **Salary:** $547.75
- **Department:** University Classified Salary Plan
- **Responsibilities:**
  - Performs other duties as assigned.

**Financial Analyst**

- **Salary:** $547.75
- **Department:** University Classified Salary Plan
- **Responsibilities:**
  - Performs other duties as assigned.

**Information Technology Specialist**

- **Salary:** $547.75
- **Department:** University Classified Salary Plan
- **Responsibilities:**
  - Performs other duties as assigned.

**Systems Analyst**

- **Salary:** $547.75
- **Department:** University Classified Salary Plan
- **Responsibilities:**
  - Performs other duties as assigned.

**Security Engineer**

- **Salary:** $547.75
- **Department:** University Classified Salary Plan
- **Responsibilities:**
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**Systems Administrator**

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**Web Developer**

- **Salary:** $547.75
- **Department:** University Classified Salary Plan
- **Responsibilities:**
  - Performs other duties as assigned.
Tr forearm

$25.03

U3001

$78,603.20

E

$50.50

$37.79

HOSP

$245.40

$28.68

T21

$52,062.40

$3,037.58

$95,576.00

21

2138

$23.00

HOSP

$184.04

$81,287.00

$4,562.42

$140.20

SKILL

$8,762.00

T15

E

$6,773.92

$229.43

$4,863.58

$88,458.00

$210.57

$403.98

$28.68

Hospital Classified Salary Pln

MOBILE CLINIC DRIVER

performed primarily in laboratory area with exposure to one or more disagreeable elements, such as bodily fluids, infectious agents, odors, chemicals, contagious diseases, etc. Any qualifications to be considered as equivalents in lieu of judgment in application, evaluation, and implementation of new or revised procedures, techniques, and practices to work problems. Proficiency in Microsoft Outlook, Words, Excel, Powerpoint, Microsoft Teams.

Working Conditions

Work is harassment; age; disability; genetic information; citizenship status; and protected veteran status. In addition, it is UT Southwestern policy to prohibit discrimination on the basis of sexual orientation, gender identity, or gender expression. 

Attendance Reports

for work on the assigned shift. 

Troubleshoots quality control according to lab protocols. Takes appropriate corrective action when errors are detected or specimen rejection/recollection is required. Ensures patient specimen stability and proper sample processing. 

Security

This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information. 

Salary

Salary Negotiable

Summary

Works under general supervision to orientation, gender identity, gender expression. 

laboratory procedures and policies. 6. As directed by management, performs other duties as assigned. Other Duties: Performs other duties as assigned. UT Southwestern Medical Center is committed to an educational and working environment that provides opportunities for professional growth and development. 

leadership. Responsible for training the clinical testing staff of the molecular diagnostics laboratory in running the assay(s) on patient material. Train and supervise the activities of the molecular diagnostics technologists assigned by the 

of laboratory experience in related field preferred BS Degree in Science with major coursework in one of the major biological sciences MT(ASCP), MB(ASCP) required or 2 years working in clinical molecular laboratory setting in lieu of ASCP 

Sexual Orientation, Gender Identity, or Gender Expression. 

Security

This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information. 

Salary

Salary Negotiable

Summary

Serves as an expert working on high- 

sheet, death certificate and/or cremation forms and report of death. Performs other duties as assigned. Other Duties: Performs other duties as assigned. UT Southwestern Medical Center is committed to an educational and working environment that provides opportunities for professional growth and development.

Survival Program Coordination. Coordinates and manages laboratory studies and oversees the clinical and technical aspects of the program. Supervises and participates in the development of medical student and laboratory technician education. Coordinates and participates in the development of medical student and laboratory technician education. 

performs all aspects of laboratory management, including but not limited to, quality assurance, technical procedures. Ensure compliance with clinical laboratory services quality assurance requirements. Adherence to state, federal rules and regulations; ensures compliance with accrediting agencies and regulatory requirements. 

maintains continuing laboratory quality improvement/education program at institutional, local and national/international level. Instrumentation. Responsible as a primary source of information for maintaining current instrumentation.

Troubleshoots instrumentation and equipment problems during the shift to ensure uninterrupted testing. Responsible for coordination of training in the methods and techniques of the appropriate specialty area with guidance of the 

Technical procedures. Ensure compliance with clinical laboratory services quality assurance requirements. Adherence to state, federal rules and regulations; ensures compliance with accrediting agencies and regulatory requirements. 

confirm test results. Re-evaluates methodology and makes recommended changes to assist in test interpretation. Determines if further testing should be done on samples or if test should be repeated. Performs duties of technologist as 

complexity testing with proficiency in system/test validation and writing technical policies and procedures.

Experience and Education

Bachelor’s degree in medical technology or related field. Minimum 5 years’ experience. Has experience in high- 

Survival Program Coordination. Coordinates and manages laboratory studies and oversees the clinical and technical aspects of the program. Supervises and participates in the development of medical student and laboratory technician education. Coordinates and participates in the development of medical student and laboratory technician education. 

performs all aspects of laboratory management, including but not limited to, quality assurance, technical procedures. Ensure compliance with clinical laboratory services quality assurance requirements. Adherence to state, federal rules and regulations; ensures compliance with accrediting agencies and regulatory requirements. 

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complexity testing with proficiency in system/test validation and writing technical policies and procedures.

Experience and Education

Bachelor’s degree in medical technology or related field. Minimum 5 years’ experience. Has experience in high-
**Other Duties:** Performs other duties as assigned. UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. In accordance with federal and state law, the University prohibits unlawful discrimination, including harassment, on the basis of: race; color; religion; national origin; sex; including sexual harassment; age; disability; genetic information; records. Other Duties: Performs other duties as assigned. UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. In accordance with federal and state law, the University prohibits unlawful discrimination, including harassment, on the basis of: race; color; religion; national origin; sex; including sexual harassment; age; disability; genetic information; records.

**Other Duties:** Performs other duties as assigned. UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. In accordance with federal and state law, the University prohibits unlawful discrimination, including harassment, on the basis of: race; color; religion; national origin; sex; including sexual harassment; age; disability; genetic information; records.

**Other Duties:** Performs other duties as assigned. UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. In accordance with federal and state law, the University prohibits unlawful discrimination, including harassment, on the basis of: race; color; religion; national origin; sex; including sexual harassment; age; disability; genetic information; records.
This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information. Salary: Salary Negotiable. Experience and Education: High School diploma and three (3) years medical billing or collections experience. Must demonstrate the ability to work clinical denials for complex E&M services, complex diagnostic studies, endoscopic, interventional and/or surgical procedures.
MSRDP PROFESSIONAL BILLING AUTHORIZATION SPECIALIST II

Performs Revenue Cycle audits on MSRDP employees for medical, surgical, and billing operational departments for complete/appropriate data elements, action, and documentation on patient accounts to ensure timely resolution of claims. Audits include technical and clinical denial workflows, with understanding of the revenue cycle from registration to adjudication. Researches issues, summarizes findings. Provides recommendations to management for training and coaching purposes. Keeps statistics and reports them to management for performance improvement opportunities. Requires strong knowledge of CPT, HCPCS and ICD-10 coding. Work requires knowledge of insurance verification and benefits. Work requires strong organizational skills. Work requires good oral and written communication skills, including stressful situations including discussing outstanding balances with patients and taking the appropriate action. Work requires must be professional in appearance and adhere to the department's policies and procedures. Working Conditions: Work is performed primarily in a general office environment. UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. In accordance with federal and state law, the University prohibits unlawful discrimination, including harassment, on the basis of: race; color; religion; national origin; sex; including sexual harassment; age; disability; genetic information; citizenship status; and protected veteran status. In addition, it is UT Southwestern policy to prohibit discrimination on the basis of sexual orientation, gender identity, or gender expression. Security: This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information. Salary: Salary Negotiable. Summary: This position is to provide the best...
NETWORK ENGINEER II

Duties:
- Utilize AutoCad or PDF software to create and/or revise necessary construction plan documents.
- Calculate labor and material costs.
- Work with assigned external contractors in providing support for systems, wireless-based systems, and infrastructure that supports the transportation of information and associated signaling between and among communications and information gathering devices.
- Responsible for the installation, troubleshooting, and maintenance of network devices including routers, switches, firewalls, and wireless access points in accordance with design specifications.
- Perform network design, including network architecture, routing, and security configurations.
- Utilize diagnostic tools to troubleshoot network issues and identify potential areas for improvement.
- Collaborate with other IT teams and external vendors to ensure network stability and availability.
- Perform network switch and UPS deployment.
- Ensure adherence to network design standards and best practices.
- Conduct regular security assessments to prevent unauthorized access.
- Participate in the development of network policies and procedures.
- Perform network switch and UPS deployment.

Education and Experience:
- Bachelor's degree in Computer Science or related field.
- Experience in network management and design.
- Knowledge of network protocols and technologies.
- Experience with AutoCad or PDF software.

Salary:
Salary Negotiable

Job Summary:
Works under general direction and some assistance with site surveys. Work requires ability to maintain effective working relationships with campus employees, contractors and others. Work requires excellent organizational skills and attention to detail. Work requires ability to evaluate installation feasibility. Work requires ability to exercise judgement and impact awareness working in sensitive compute facilities including computer center, internet POPs and critical health care locations. Has knowledge of WAN technologies, leased circuits routing. Understands firewall systems, VPN systems and NAC authentication. Understands completely IPAM and DNS/DHCP. Work requires ability to design and implement networking tools, which integrate with other computing systems. Works under general direction and some assistance with site surveys. Work requires ability to maintain effective working relationships with campus employees, contractors and others. Work requires excellent organizational skills and attention to detail. Work requires ability to evaluate installation feasibility. Work requires ability to exercise judgement and impact awareness working in sensitive compute facilities including computer center, internet POPs and critical health care locations. Has knowledge of WAN technologies, leased circuits routing. Understands firewall systems, VPN systems and NAC authentication. Understands completely IPAM and DNS/DHCP. Work requires ability to design and implement networking tools, which integrate with other computing systems.
<table>
<thead>
<tr>
<th>Position</th>
<th>Salary Range</th>
<th>Start Date</th>
<th>End Date</th>
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</thead>
<tbody>
<tr>
<td>RA4 Prof Technologist-Diagnostic</td>
<td>$58,363.00</td>
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<tr>
<td>NEURODIAGNOSTIC TECH I</td>
<td>$3,658.75,$3,987.50,$4,863.58</td>
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<tr>
<td><strong>Job Duties</strong></td>
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<tr>
<td>1. Performs routine, extended and continuous EEG procedures in the EMU or TCDs in the clinic and inpatient hospital settings.</td>
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<td>2. Monitors patients in the Epilepsy Monitoring Unit (EMU) to ensure appropriate care and adherence to the care plan.</td>
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<td>3. Assists in the coordination of patient care and ensures the appropriate coordination of the patient.</td>
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<tr>
<td>4. Duties performed may include the following core functions: a) Directly interacting with or caring for patients; b) Directly interacting with or caring for human-subjects research participants; c) Regularly maintaining, modifying, releasing or similarly affecting patient records (including patient financial records); or d) Regularly maintaining, modifying, releasing or similarly affecting human-subjects research records.</td>
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<tr>
<td>5. Duties performed may include one or more of the following core functions: a) Directly interacting with or caring for patients; b) Directly interacting with or caring for human-subjects research participants; c) Regularly maintaining, modifying, releasing or similarly affecting patient records (including patient financial records); or d) Regularly maintaining, modifying, releasing or similarly affecting human-subjects research records.</td>
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<td>6. Clearly documents a comprehensive patient history gathering appropriate information from the patient, the patient’s record, and family members including neurological symptomology and medications.</td>
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<td>7. Able to assess situations, describe potential complications, and outline appropriate actions to take during an abnormal study or emergency situation.</td>
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<td>8. Ensures electrical safety to patients and staff.</td>
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<td>9. Rotates through on-call duties equitably and supports the EEG and EMU department or Neurosonology lab as assigned by Department leader.</td>
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<tr>
<td>10. Duties performed may include the following core functions: a) Directly interacting with or caring for patients; b) Directly interacting with or caring for human-subjects research participants; c) Regularly maintaining, modifying, releasing or similarly affecting patient records (including patient financial records); or d) Regularly maintaining, modifying, releasing or similarly affecting human-subjects research records.</td>
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<td>11. Duties performed may include the following core functions: a) Directly interacting with or caring for patients; b) Directly interacting with or caring for human-subjects research participants; c) Regularly maintaining, modifying, releasing or similarly affecting patient records (including patient financial records); or d) Regularly maintaining, modifying, releasing or similarly affecting human-subjects research records.</td>
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<td>12. Duties performed may include the following core functions: a) Directly interacting with or caring for patients; b) Directly interacting with or caring for human-subjects research participants; c) Regularly maintaining, modifying, releasing or similarly affecting patient records (including patient financial records); or d) Regularly maintaining, modifying, releasing or similarly affecting human-subjects research records.</td>
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<td><strong>Requirements</strong></td>
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<tr>
<td>2. Certification in Basic Life Support (BLS) for Healthcare Providers.</td>
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<td>3. Certification in the specialty of Neurodiagnostics.</td>
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<tr>
<td>4. Experience in the field of Neurodiagnostics. Preferably in a hospital setting</td>
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<tr>
<td>5. SecurityThis position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.</td>
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<tr>
<td>6. Learns to perform additional and advanced Neurodiagnostic Procedures. Expands knowledge by participation in research projects, supervision, and evaluation of END Tech I and II.</td>
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<tr>
<td>7. Acts as a recourse to junior staff members.</td>
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<td>8. Assumes responsibilities of Department Management in his/her absence as assigned.</td>
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<tr>
<td>9. Collaborates with other hospital employees to create an environment that is conducive to retention of qualified personnel.</td>
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<td>10. Performs other duties as required.</td>
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**University prohibits unlawful discrimination, including harassment, on the basis of: race; color; religion; national origin; sex; including sexual harassment; age; disability; genetic information; citizenship status; and protected veteran status.**
The mission of UT Southwestern Medical Center is to improve the health of the community. UT Southwestern Medical Center is committed to equal opportunity for students, employees, patients, and visitors. UT Southwestern Medical Center does not discriminate on the basis of age, ancestry, citizenship status, color, disability, genetic information, gender identity, gender expression, sexual orientation, marital status, national origin, race, religion, or veteran status.

Responsibilities: Maintains work area in a clean and orderly condition and ensures that it is properly supplied for procedures. Demonstrates conscious effort to be good stewards of hospital resources to ensure facility financial goals are achieved. Assists with the audit and evaluation of nuclear medicine equipment, and performs equipment maintenance. Adheres to all applicable nuclear medicine protocols and guidelines to ensure patient and personnel safety. Monitors and trains students in all areas of current competencies. Assists in the orientation protocol in a timely manner. Assists the physician as needed in performing additional imaging or biopsy procedures. Ensures that images and records are properly completed with patient identification data and appropriate labeling. Performs high quality nuclear medicine examinations according to exam protocol in a timely manner. Assists the physician as needed in performing additional imaging or biopsy procedures. 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## Occupational Health Associate Sr.

**Job Duties:**
- Coordination of activities with other lower-level Occupational Health Associates.
- Coordinates staff screening and onboarding for Advanced Practice Providers and Faculty.

**Experience and Education:**
- High school graduate or equivalent and 3 years administrative experience with 2 years in a patient care setting.

## Clinical Access Associate Sr.

**Job Duties:**
- Maintains high level of customer service to all internal and external customers who are checking into the clinics.
- Assists in coordinating staff screening and onboarding for new hire candidates and internal candidates.

**Skills and Abilities:**
- Excellent customer service and strong communication skills.

## Food Service Associate Sr.

**Job Duties:**
- Participates and completes all mandatory UT and Sodexo training (FOSS, CARES, TOPS, MyLearning, Food Safety, Physical for monthly tracking. Ensure all items are scanned. (Welcome Baskets, Catering, baby cupcakes, night pantry logs, nursing sign out sheets, etc.).
- Financial reporting of end of month and productivity. Delivers late trays in a timely manner.

**Abilities:**
- Excellent customer service and strong communication skills.

## Nurse Scientist position

**Job Duties:**
- Serves as a leader for the Department of Nursing.
OFFICE COORDINATOR

Duties
Provides a responsive and helpful demeanor to the staff, physicians, patients and public in person and/or via telephone. Asks, “Can I help you?” Answers phone by fourth ring and identifies department and self when answering. Routes telephone call to correct personnel, takes messages as needed. Forwards telephone to answering service at the end of each day and removes forwarding from phone each morning. Performs referral intake. Reviews referral for accuracy and completeness. Contacts referring provider for missing information. Documents in EMR patient registration, patient status changes, and updates referring provider as needed. Performs benefit verification. Conducts prior authorization, and communicates with insurance carriers. Commit to comply with legal and regulatory requirements, as well as policies and procedures of the University. Performs other duties as assigned.

Requirements
Certification as an Eye Bank Technician (CEBT) required within six months of hire or entry into title. Three (3) years’ experience as an Ocular Transplant Specialist or equivalent required; AND Completion of a cornea program. Bachelor’s degree in basic science such as Biology or Chemistry and completion or progression to certification as a Eye Bank Technician (CEBT) preferred. Experience and Education: Certification as an Eye Bank Technician (CEBT) required within six months of hire or entry into title. Three (3) years’ experience as an Ocular Transplant Specialist or equivalent required; AND Completion of a cornea program. Bachelor’s degree in basic science such as Biology or Chemistry and completion or progression to certification as a Eye Bank Technician (CEBT) preferred.

Security
This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

Summary
Works under limited supervision to independently perform the above duties.

EYE BANK TECHNICIAN

Duties
Evaluates and determines suitability of corneas for transplantation utilizing a slit lamp, specular microscope and optical coherence tomography (OCT). Performs aseptic processing of corneas and sclera. Cornea processing includes DSAEK, DMEK, ALK and DEDK. Preprocesses corneas for好事s and implants. Performs microbiological testing of donor corneas. Processes角membrane before staining and drying. Accepts and logs new corneal tissue donors. Participates in the eye bank accreditation and improvement program. Performs other duties as assigned.

Requirements
Bachelor’s degree in basic science such as Biology or Chemistry and completion or progression to certification as a Eye Bank Technician (CEBT) preferred. Experience and Education: Bachelor’s degree in basic science such as Biology or Chemistry and completion or progression to certification as a Eye Bank Technician (CEBT) preferred. 

Security
This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

Summary
Works under general supervision to independently perform the above duties.

OCCUPATIONAL THERAPIST

Duties
Analyzes and designs treatment plans based on patient problems and goals. Prepares for patient discharge. Records patients’ progress. Orders equipment and ensures prescriptions are delivered to the patient’s home. May also be involved in case management, discharge planning, and utilization review. Participates in interdisciplinary care planning and contributes to the development of patient care plans. Conducts home visits to assess patient needs and secure community resources. Collaborates with other health care professionals to promote optimal patient outcomes. Performs other duties as assigned. UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community.

Requirements
Security
This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

Summary
Works under general supervision to independently perform the above duties.
**ONCOLGY CLINICAL NURSE EDUCATOR**

**Salary**: Negotiable

**Experience and Education**
- Bachelor's degree in Nursing
- BLS certification

**Knowledge, Skills & Abilities**
- Proficiency in the use of computer technology
- Critical thinking skills and strong leadership skills
- Ability to maintain current customer service, nursing, and technical skills
- Use of considerable judgment in application of procedures, nursing assessment techniques, practices and policies to work problems
- Organization, and administration of hospital environment

**Duties**
1. Directly interacts with or caring for patients
2. Directly interacts with or caring for human-subjects research participants
3. Regularly abstracts medical information and observations of patient and/or patient’s family in manner that contributes to optimal patient care
4. Evaluates implemented interventions and modifies care according to evaluation
5. Documents interventions and nursing care
6. Identifies and implements appropriate nursing interventions based on health status data
7. Completes accurate and timely documentation of these interventions
8. Collaborates with all members of health care team, sharing information and observations of patient and/or patient’s family in manner that contributes to optimal patient care

**Licensure/Certification**
- Current Texas (or BNE Compact State) nursing license
- Basic Life Support (BLS) certification

**Security**
- This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information

**Other Duties**
- Maintains a 95% accuracy rate in abstracting, suspending, and casefinding as required by the Cancer Registry
- In accordance with federal and state law, the University prohibits unlawful discrimination, including harassment, on the basis of: race; color; religion; national origin; sex; including sexual harassment; age; disability; genetic information; sexual orientation; gender identity, or gender expression.
Vice President for Human Resources Administration, or his/her designee. This position is security-sensitive and thereby subject to the provisions of Texas Education Code 51.215. UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. In accordance with federal and state law, the University prohibits discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, citizenship status, or veteran status.

CONDITIONS

Work is performed primarily in a hospital/clinical setting. Constant walking, standing, bending, turning, and stooping. Any qualifications to be considered as equivalents in lieu of stated minimums require prior approval of the Department Chairman.

WRITE, & COMMUNICATE

Able to write, read, and communicate in English.

Able to operate and troubleshoot standard/basic pieces of equipment in department.

WORKING

Provides direct patient care. Handles procedures and tasks specific to unit's patient population. Serves as role model to other staff when providing direct patient care.

2. Makes daily patient rounds. Does random chart audits. Utilizes (ACLS) certification, course accredited by the American Heart Association (AHA) or American Red Cross (ARC) required for GI Lab, PACU. Moderate sedation required for GI Lab. Specialty certification preferred.

ESSENTIAL FUNCTIONS


KNOWLEDGE, SKILLS, & ABILITIES

Work requires exercise of moderate judgment in application and interpretation of policy, procedures, or precedents to problems of well-defined situations.

Knowledge, Skills & Abilities

Good general health and stress coping ability.

Ability to speak and hear to allow discussions with patients, co-workers and public.

Light lifting (requires lifting 20 lbs, with frequent carrying of up to 20 lbs).

Obtain ABN's and/or non-covered notice forms when applicable.

Learn and maintain up to date knowledge of registration system user operations, front line workflows and policies and procedures.

Deliver superior customer service. Thrives in a fast-paced environment.

Mails, IAIM Modules, Staff meeting minutes and other communication sent from University Hospital Administration.

Utilizes downtime to complete assigned duties.

Duties performed may include one or more of the following core functions: registration, eligibility, insurance verification, collection, and scheduling.

Registers patients for scheduled procedures.

Secures patient assignment, notification of test preparation, and special dietary and other needs. Manages patient flow, ensuring timely arrival to testing area.

Maintains a current and accurate patient registration system.

Serves as a liaison between patient and referring physicians and other departments. Obtains authorization for scheduled services.

Documents patient demographic and insurance information.

Reviews registration paperwork to ensure accuracy and data integrity.

Files reports according to established procedures.

Resolves patient concerns by initiating service recovery and immediately escalating patient, family, visitors and staff concerns.

Demonstrates appropriate prioritization of tasks.

Files reports according to established procedures.

Resolves patient concerns by initiating service recovery and immediately escalating patient, family, visitors and staff concerns.

Maintains confidentiality and security of patient and staff information.

Conducts daily rounding with registered nurses and other supportive services to determine patient plan of care.

Serves as positive role model for patients and families through cheerful, helpful, and professional service.

Obtains patient registration and identifies patient visit type.

Performs other duties as assigned.

SUMMARY

Works under general supervision in the Performance Improvement Department. This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.
OP SURGERY PATIENT ACCESS REP I

OP SURG RN II - PACU

职责包括但不限于:
- 负责收集患者信息，包括身份证明和保险信息。
- 根据部门规定在注册系统中记录相关信息。
- 与医疗机构和护理部的政策、临床路径和国家认可的护理标准保持一致。
- 根据评估、实验室和x光检查等信息报告变化，并采取后续行动。
- 涉及患者安全。
- 参与多学科质量与实践改进活动。

要求:
- 气管插管或类似呼吸机设备的使用。
- 能够在紧急情况下使用呼吸机设备。
- 需要相关的呼吸生理学知识和设备操作。
- 具备急救和心肺复苏技能。
- 需要基本的医疗知识。
- 需要有相关的专科背景。
- 需要有相关的基础知识。
- 需要具备美国心脏协会的BLS认证。

医院和护理政策、程序、临床路径和国家认可的护理标准的采用。

UT Southwestern Medical Center is an Equal Opportunity/Affirmative Action Employer. UT Southwestern Medical Center prohibits unlawful discrimination, including harassment, on the basis of: race; color; religion; national origin; sex; age; disability; genetic information; or any other status protected by applicable law. UT Southwestern complies with applicable state and federal laws regarding non-discrimination and employment eligibility verification. UT Southwestern Medical Center is committed to providing reasonable accommodations to individuals with disabilities. If you need a request for a reasonable accommodation, please contact Human Resources at humanresources@utsouthwestern.edu or by dialing (214) 824-3170. A dispositive determination on the request will be provided in a timely manner.
### Allied Health

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</tbody>
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#### Ophthalmic Technician Trainee

- Performs proper Operating Room decontamination procedures after each surgical procedure and as deemed necessary by surgical team.
- Collects and discards hospital waste using appropriate color-coded waste receptacles.
- Maintains sharps container at all times to properly dispose of sharps waste.
- Assists with patient setup and positioning for procedure.
- Assists in maintaining sterile field.
- Participates in unit based performance improvement activities.
- Distributes Operating Room schedule throughout hospital and campus in efficient and timely manner.
- Monitors and maintains sharps container during procedure.
- Donning sterile gloves and any necessary personal protective equipment to assist Operating Room staff with transferring, prepping, and/or positioning surgical patient.
- Assists Operating Room staff with turnover of surgical patient.
- Prepares patient for procedure with the use of applicable equipment.
- Assists Operating Room staff with turnover of surgical patient.
- Performs ad-hoc tasks in support of the clinic as needed.
- Performs other duties as assigned.

**Knowledge, Skills & Abilities:**
- Must possess knowledge and ability to perform basic, general preventive/operating room cleaning techniques and procedures.
- Must be able to communicate effectively both in written and verbal form.
- Must be able to follow directions and exercise good judgment.
- Must be able to multi-task and meet deadlines.
- Must be able to work independently and in a team setting.
- Must be able to use good time management skills and meet deadlines.
- Must be able to adapt to ever-changing workloads.

**Security:** This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

**Salary:** Salary Negotiable

**Experience and Education:**
- Bachelor's degree preferred.
- High school degree or equivalent.

**Summary:**
- Works under minimal supervision of the Ophthalmology Clinic Manager.
- Provides quality patient care. Participates in unit based performance improvement activities.
- Distributes Operating Room schedule throughout hospital and campus in efficient and timely manner.
- Monitors and maintains sharps container during procedure.
- Donning sterile gloves and any necessary personal protective equipment to assist Operating Room staff with transferring, prepping, and/or positioning surgical patient.
- Assists Operating Room staff with turnover of surgical patient.
- Prepares patient for procedure with the use of applicable equipment.
- Assists Operating Room staff with turnover of surgical patient.
- Performs ad-hoc tasks in support of the clinic as needed.
- Performs other duties as assigned.

**Working Conditions:**
- Work is performed in a general office environment.
- UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community.

**Discrimination:**
- UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. As an equal opportunity employer, UT Southwestern Medical Center is committed to providing a working environment free from discrimination and harassment.

**Mandatory Reporting:**
- UT Southwestern Medical Center is a recipient of Title IX and the Rehabilitation Act of 1973 and is committed to providing an educational and working environment free from discrimination on the basis of race, color, religion, national origin, sex, age, sexual orientation, gender identity, gender expression, veteran status, or disability and in accordance with all applicable federal and state laws. UT Southwestern Medical Center is committed to the protection of its students, patients, employees, and visitors.

**Supervision:**
- The Ophthalmic Technician Trainee will be supervised by the Ophthalmology Clinic Manager.

**Conferences and Ophthalmic Photographic Exhibits:**
- Works with photographers to ensure proper setup and equipment.
- Contributes to ophthalmic photographic exhibits at meetings of ophthalmologists or ophthalmic photographers.
- Maintains and repairs ophthalmic photography equipment.
- Instructs resident physicians in fundus photography procedures.

**Scheduling:**
- Ensures information is ready and available for scheduled patients.
- Assists with training patient preparation, verifies screening protocols, and answers questions.
- Evaluates patient's history and symptoms for the procedure's clinical criteria.
- Ensures patient's physical well-being while transporting to and from exam room and surgery.

**Communication:**
- Communicates with patients clearly and in a professional manner.
- Ensures proper patient interaction.
- Works with physicians to assure effective communication of findings and accuracy of reports, providing preliminary verbal reports as needed.
- Performs ad-hoc tasks in support of the clinic as needed.
- Maintains work area in a clean and organized manner.

**HIPAA Compliance:**
- Adheres to University Clinic/Hospital and unit-level policies and procedures and safeguard the University assets.
- Maintains HIPAA compliance for all patient information.

**Other:**
- Follows dress code policy.
- May assume supervisory responsibilities as needed.
- Participates in all regulatory compliance activities.

**Education:**
- Performs other duties as assigned.
Registered Nurse by Board of Nurse Examiners for the State of Texas with a minimum of a Bachelor’s of Science in Nursing; Certification preferred. Two (2) recent years work in a clinical specialty. A current Basic Life Support (BLS) certification, course accredited by the American Heart Association (AHA) or American Red Cross (ARC) is required. Minimally, one (1) year of experience in a similar role is desired.

Duties: Performs other duties as assigned. UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. In accordance with federal and state law, the University prohibits discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, citizenship status or veteran status. In addition, it is UT Southwestern policy to prohibit discrimination on the basis of sexual orientation, gender identity, or gender expression.

**BEHAVIORAL EXPECTATIONS**

1. Adhere to the hospital’s values and standards of behavior. Understand and follow the hospital’s mission, vision, values, and strategic goals.
2. Establish and maintain positive rapport with all internal and external contacts. Cultivate a trusting relationship with patients, families, and caregivers. Use inclusive language that incorporates patient’s home language.
3. Demonstrate an ability to communicate effectively with all levels of internal and external personnel and organizations. Utilize communication skills to convey expectations and to explain the rationale for decisions and actions.
4. Establish and maintain trust with the patient and family. Communicate in a manner that is respectful of the patient’s culture, race, religion, age, and ethnic background.
5. Adopt the role of a patient advocate, assisting with understanding the medical treatment plan and providing support and guidance to the patient and family.
6. Implement interventions and modify care according to the evaluation. Document interventions and modifications to the plan of care in an accurate and timely manner.
7. Adhere to appropriate hospital and/or Department of Nursing policies, procedures, and standards of practice. Participate in the development of policies and procedures.
8. Utilize technology as applicable to role. Keep abreast of emerging trends and techniques in nursing practice. Participate in continuing education and development opportunities as directed.
9. Assume accountability for all actions in the workplace. Report errors promptly and take appropriate follow-up action to rectify the error. Effective communication is used when reporting errors and taking follow-up action.
10. Participate in performance improvement activities as directed. Attend at least 80% of scheduled staff meetings and 100% of mandatory training.

**OCCUPATIONAL HEALTH AND SAFETY**

- Hand sanitation: Should be performed before and after all patient contact and before and after performing and removing PPE.
- Wear appropriate PPE, including N95 mask, in designated areas.
- Maintain infection control principles during patient care. This includes hand hygiene, personal protective equipment (PPE), and the use of gloves.
- Use personal protective equipment (PPE) when handling potentially infectious materials.
- Follow hospital guidelines for waste disposal.

**COMMUNICATION SKILLS**

- Language proficiency: Must be fluent in English and able to communicate effectively in Spanish, if required.
- Use inclusive language that incorporates patient’s home language.

**EDUCATIONAL LEVEL**

- Registered Nurse by Board of Nurse Examiners for the State of Texas with a minimum of a Bachelor’s of Science in Nursing; Certification preferred. Two (2) recent years work in a clinical specialty.
- A current Basic Life Support (BLS) certification, course accredited by the American Heart Association (AHA) or American Red Cross (ARC) is required. Minimally, one (1) year of experience in a similar role is desired.

**EXPERIENCE**

- Two (2) recent years work in a clinical specialty.
- A current Basic Life Support (BLS) certification, course accredited by the American Heart Association (AHA) or American Red Cross (ARC) is required. Minimally, one (1) year of experience in a similar role is desired.

**BEHAVIORAL EXPECTATIONS**

- Establish and maintain positive rapport with all internal and external contacts. Cultivate a trusting relationship with patients, families, and caregivers. Use inclusive language that incorporates patient’s home language.
- Demonstrate an ability to communicate effectively with all levels of internal and external personnel and organizations. Utilize communication skills to convey expectations and to explain the rationale for decisions and actions.
- Establish and maintain trust with the patient and family. Communicate in a manner that is respectful of the patient’s culture, race, religion, age, and ethnic background.
- Adopt the role of a patient advocate, assisting with understanding the medical treatment plan and providing support and guidance to the patient and family.
- Implement interventions and modify care according to the evaluation. Document interventions and modifications to the plan of care in an accurate and timely manner.
- Adhere to appropriate hospital and/or Department of Nursing policies, procedures, and standards of practice. Participate in the development of policies and procedures.
- Utilize technology as applicable to role. Keep abreast of emerging trends and techniques in nursing practice. Participate in continuing education and development opportunities as directed.
- Assume accountability for all actions in the workplace. Report errors promptly and take appropriate follow-up action to rectify the error. Effective communication is used when reporting errors and taking follow-up action.
- Participate in performance improvement activities as directed. Attend at least 80% of scheduled staff meetings and 100% of mandatory training.

**OCCUPATIONAL HEALTH AND SAFETY**

- Hand sanitation: Should be performed before and after all patient contact and before and after performing and removing PPE.
- Wear appropriate PPE, including N95 mask, in designated areas.
- Maintain infection control principles during patient care. This includes hand hygiene, personal protective equipment (PPE), and the use of gloves.
- Use personal protective equipment (PPE) when handling potentially infectious materials.
- Follow hospital guidelines for waste disposal.

**COMMUNICATION SKILLS**

- Language proficiency: Must be fluent in English and able to communicate effectively in Spanish, if required.
- Use inclusive language that incorporates patient’s home language.
The University of Texas Southwestern Medical Center at Dallas is an equal opportunity employer. It is the policy of the University to provide equal opportunity to all members of the University community. In accordance with federal and state law, the University prohibits unlawful discrimination, including harassment, on the basis of: race; color; religion; national origin; sex; including sexual harassment; age; disability; genetic information; citizenship status; and protected veteran status. In addition, it is UT Southwestern policy to prohibit discrimination on the basis of sexual orientation, gender identity, or gender expression.
SecurityThis position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

Salary
Salary Negotiable

Summary
Works under limited supervision.

Job Duties
- Manages the parking enforcement, ticketing, and customer service activities for UT Southwestern Medical Center.
- Operates and communicates effectively on a two-way radio.
- Operates a computerized hand-held ticket writer.
- Performs other duties as needed.

Knowledge, Skills & Abilities
- Knowledge of parking regulations and state laws.
- Ability to interpret regulations for fair enforcement.
- Ability to operate technology and in-vehicle license plate recognition system to identify parking violations.
- Ability to notify supervisors of unusual circumstances or vehicles in need of enhanced monitoring.

Other Duties
- Performs other duties as assigned.

UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community.

The University prohibits unlawful discrimination, including harassment, on the basis of: race; color; religion; national origin; sex; age; disability; genetic information; citizenship status; or veteran status.

The University also prohibits discrimination against qualified individuals with disabilities in the administration of its educational policies, admission policies, scholarship and loan programs, and other University programs.

For more information, visit the University’s Equal Opportunity and Affirmative Action website: www.utsw.edu/eoe.
Security
This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

Salary
Salary Negotiable

Experience and Education
Bachelor's degree from a recognized college or university and 10+ years of relevant experience.

Summary
The Patient Financial Access Specialist (PFAS) role is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information. Salary is negotiable, and the position requires a Bachelor's degree from a recognized college or university and 10+ years of relevant experience. The role includes handling patient financial records, maintaining, modifying, releasing, or similarly affecting human-subjects research records, and performing other duties as assigned.

Knowledge, Skills & Abilities
Work requires effective verbal and written communication skills, excellent customer service skills, familiarity with contracts and obtaining competitive bids, age and security barriers, financial responsibility, and problem-solving skills.

Duties
- Directly interacting with or caring for patients
- Directly interacting with or caring for human-subjects research participants
- Maintaining, modifying, releasing, or similarly affecting human-subjects research records
- Performing other duties as assigned

Other Duties
- Performs other duties as assigned

This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information. Salary is negotiable, and the role includes maintaining human-subjects research records, performing other duties, and working in a security-sensitive environment.

In accordance with federal and state law, the University prohibits unlawful discrimination, including discrimination on the basis of race, color, national origin, sex, age, religion, disability, sexual orientation, gender identity, gender expression, and in the treatment or handling of employees and the public. UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community.
PATSRVC CHAMPION

should not be considered an exhaustive listing of all duties and responsibilities performed in this position. Our practice encourages all employees to develop personal and professional goals for themselves and will provide opportunities providing information as needed or obtain transport assistance. Build rapport and effective communication with internal and external team members to ensure best outcomes for the patient(s) in our care.

Maintain neatness of waiting area.

obtain and/or update insurance verification as appropriate for patient services.

Coordinate accurate patient data to determine financial obligation.

Collection of insurance co-payments, deductible amounts, self-pay deposits and patient.

IT IS UP TO EACH INDIVIDUAL TO DETERMINE THEIR PERSONAL/PROFESSIONAL GOALS AND TO SEEK OPPORTUNITIES TO ACHIEVE THEM. IN ADDITION, IT IS THE RESPONSIBILITY OF EACH INDIVIDUAL TO SEEK ORGANIZATIONAL DEVELOPMENT OPPORTUNITIES TO ACHIEVE THESE GOALS.

the University prohibits unlawful discrimination, including harassment, on the basis of: race; color; religion; national origin; sex; including sexual harassment; age; disability; genetic information; citizenship status; and protected veteran status. In addition, it is UT Southwestern policy to prohibit discrimination on the basis of sexual orientation, gender identity, or gender expression.

Work requires ability to comprehend, understand, and follow established policies, procedures, and other guidelines of some complexity.

Work requires self-motivation, maturity, and being a team player.

Working in a fast-paced, highly demanding, stressful environment.

Duties performed may include one or more of the following core functions; a) Directly interacting with or caring for patients; b) Directly interacting with or caring for human-subjects research participants; c) Regularly performing medical and laboratory techniques and procedures; d) Directly interacting with or caring for patients, human-subjects research participants, or both; e) Directly interacting with the general public; f) Directly interacting with patients’ family, friends, or both; g) Directly interacting with other healthcare employees; h) Directly interacting with patients; i) Directly interacting with patients’ co-workers; j) Directly interacting with patients’ employers; and k) Directly interacting with or caring for patients’ neighbors, co-workers, etc.

Computer skills are needed to direct patients.

WORKING CONDITIONS-

Constant walking, standing, bending, turning, and stooping.

Must be willing and comfortable walking extensively, climbing stairs & pushing patients in wheelchairs.

Other travel necessary to various patient care locations.

-End of document-

MINIMUM QUALIFICATIONS

EDUCATION/EXPERIENCE

High school diploma or equivalent.

Must

be able to read, write and communicate in English.

Familiarity with medical terminology.

Working knowledge of basic computer software skills.

Current Basic Life Support (BLS) certification.

Course accredited by the American Heart Association (AHA) or American Red Cross (ARC).

Must achieve validation of required core competencies and training within 6 months of employment.

DUTIES AND RESPONSIBILITIES

Provides a welcoming presence and greeting when patient arrives via the front desk loc...
Conditions
- Work is performed while standing in an office environment, at the patient bedside via workstation on wheels or tablet and/or Kiosk; light lifting (requires lifting 20 lbs., with frequent carrying of up to 20 lbs.).
- Must achieve validation of required core competencies and training through the Patient Care Technician Residency Program.
- Job Duties:
  1. Provide patient care under guidance as needed to ensure that patient care is delivered in a safe, high quality and effective manner at all times.
  2. Collect, monitor, and document pertinent data relating to patient function and care to include but not limited to: intake and output, weight, temperature, pulse, respirations, and blood pressure.
  3. Transfer and transport patients in accordance with policies and procedures with specific consideration to age-appropriate techniques.
  4. Assess, identify, and monitor environmental, patient, and the patient's family needs in a respectful, positive, and timely fashion.
  5. Cross-trained to register patients in 4 registration areas that are not their home department and/or 4 Patient Access functionalities.
  6. Research into problem accounts ensuring that each account is resolved in a timely manner.
  7. Maintain neatness of waiting area and assigned workspace; keeps area stocked with pamphlets and other materials.
  8. Release patient records as needed.

Knowledge, Skills, & Abilities
- Good general health and stress coping ability.
- Ability to speak and hear to allow discussions with patients, co-workers and public.
- Light lifting (requires lifting 20 lbs., with frequent carrying of up to 20 lbs.).
- Knowledge of various regulatory standards to include but not limited to HIPAA, OSHA, and other laws.
- Effective written and verbal communication skills.
- Accuracy and attention to detail.
- Possess critical-thinking and problem-solving abilities.
- Must be able to work efficiently and accurately.
- Proven ability to use and provide accurate, timely, and complete information to others.
- Must have a strong customer service orientation.
- Must have outstanding customer service skills and be able to interact with a variety of individuals in a positive, professional manner.
- Ability to work in a team environment and develop and maintain good working relationships with co-workers and management.
- Must have the ability to implement solutions in an efficient, cost-effective manner.
- Must have the ability to work independently and with minimal supervision.
- Must be able to multi-task and handle change.
- Must be able to work effectively in a fast-paced, stressful environment.
- Must be able to prioritize work and meet deadlines.
- Must have the ability to make decisions and take action on limited information.

UT Southwestern:
- UT Southwestern is an equal opportunity employer. UT Southwestern prohibits unlawful discrimination, including harassment, on the basis of: race; color; religion; national origin; sex; including sexual harassment; age; disability; genetic information; citizenship status; and protected veteran status. In compliance with applicable law, UT Southwestern also prohibits unlawful discrimination against qualified individuals with disabilities.
- Our practice encourages all employees to develop personal and professional goals for themselves and will provide opportunities for continued growth and development.
- This position offers a career ladder based on performance and experience.
- UT Southwestern is committed to the safety of our patients, families, and visitors. UT Southwestern requires all individuals entering our facilities to comply with current infection control and safety policies and procedures, including but not limited to, the use of个人 protective equipment (PPE). In some instances, personal protective equipment (PPE) may include, but is not limited to, masks, face shields, coverings, gowns, gloves, and respirators.
SecurityThis position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information

Salary Salary Negotiable

Summary Operates with limited oversight and initiative, strong independent judgement, and resourcefulness are inherent in the job. Work requires the ability to develop and recommend policies and procedures for approval by supervisor.

Working Conditions Work is performed primarily in a non-clinical setting, with some duties requiring travel to other departments, clinics, and hospitals.

Physical Requirements Lifting, bending, and kneeling are required. Sufficient vision is required to read reports, charts, or documents and distinguish the colors of the environment. Essential duties include computer use, typing, walking, and standing for extended periods.

Job Qualifications Equivalent experience and education are required. Experience includes a combination of education and equivalent experience. Duties include preparing estimates, reviewing balances, and communicating with patients.

Recruitment Information UT Southwestern is an equal opportunity employer. UT Southwestern is committed to the principles of diversity, equity, and inclusion and is dedicated to attracting, cultivating, and retaining outstanding employees from a diverse workforce. We value the wealth of perspectives and experiences our diverse workforce brings to UT Southwestern, including those which reflect our demographic and cultural communities in the greater Dallas metropolitan area. UT Southwestern fosters an inclusive culture and strongly encourages applications from candidates who are diverse in terms of race, age, sex, sexual orientation, gender identity, religion, national origin, disability, veteran status, political affiliation, or other groups of diverse composition.

Other Information This position may involve significant standing, walking, and travel. Duty to patient includes the ability to effectively communicate with patients, families, and staff. Essential duties include handling documents, computer work, and telephone communications. This position requires the ability to lift, push, pull, carry, and move up to 25 pounds. UT Southwestern provides a range of benefits and programs, including competitive salaries, comprehensive health and dental insurance, retirement plans, and professional development opportunities.

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PATIENT OUTREACH SPECIALIST I

- Five (5) years of related experience in a clinical role, required. Any qualifications to be considered as equivalents in lieu of stated minimum require prior approval of the Vice President for Human Resources, or his/her designee.
- Job Duties:
  1. Collects data to include: Intake and output, weight, temperature, pulse, respirations, and blood pressure. Recognizes and immediately reports values outside normal range, full range of motion; ability to turn and assist patients with ADL's.
  2. Assumes accountability for all actions in the workplace. Reports errors promptly. Orients new staff and students to work areas. Collaborates with other nursing staff and hospital employees to create an environment where all patients receive quality care.
  3. Participates in multidisciplinary care planning and daily rounds. Exercises basic decision-making responsibility for nursing care provided.
  4. Practices aseptic technique to prevent infection. Uses standard precautions to prevent the transmission of infectious diseases. Maintains aseptic technique to prevent contamination. Properly handles patient sharps and valuables and labels appropriately. Conducts walking/exercise and community groups. Continuously observe patients or at arm's length proximity to patient while patient is awake or asleep.
  5. Responds to patient needs and implements individualized patient navigation plan for patients seeking treatment by facilitation of appointment scheduling, assisting with referral process, providing client education and linking clients with appropriate support services.

PATIENT NAVIGATOR

- Employed in a position of moderate complexity while adhering to realistic goals and timelines.
- Utilizes expert level of knowledge/experience with EMR and other job-related tools to help resolve role-specific workflow challenges, clinical stakeholder chart and customer service. Continuously develops new skills to meet new or emerging organizational challenges.
- Helps direct stakeholders to the appropriate support structures available, which may include medical, pharmacy, financial, and lifestyle needs.
- Develops self through self-study and formal training. Seeks mentoring relationships to facilitate own development.
- Leadership:
  1. Exhibits professionalism and self-confidence in primary role.
  2. Communicates clearly and concisely. Knows how to effectively communicate with diverse group of clients, patients, and their families.
  3. Understands organizational structure and relationships. Use factual data to produce and deliver credible and understandable information. Places client's needs above personal or professional goals.

Technical Skills:

- Notably skilled in use of EMR (EPIC) and other key programs used for remote patient monitoring (e.g., Cerner, MediSign, NextGen, etc.).
- Accuracy and precision with minimal quality checks prior to internal reviews.
- Consistently and efficiently performs all tasks with minimal errors and omissions.

Patient Safety:

- Maintains a broad organizational knowledge base in relevant fields of study.
- Specialized training program (Certified Psychiatric Technician).
- Implements knowledge and skills to ensure a safe environment for all patients, staff, and visitors.
- Functions independently and maintains a safe environment for all patients, staff, and visitors.
- Handles confidential and sensitive information in an appropriate and discrete manner.
- Maintains a broad organizational knowledge base in relevant fields of study.

Certifications:

- American Medical Association, the American Medical Technologists Association, the National Association for Health Professionals, and the National Center for Competency Testing, The National Health career Association or American Health Information Management Association.
University Classified Sal Pln

$78,997.00
$22.48
$3,291.67
$15.19
09

E

$2,633.33
$35.96
$131.16
$21.68

Quality Assurance Jr

$151.93

HOSP

N

Guest & Pat Svcs-Pt Svc Rep Jr

$3,133.33
$3,950.00

Prof Fee Sched-Comp Anlst

$367.60

PATIENT SAFETY COORDINATOR SR

This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

Salary
Salary Negotiable

Experience and Education
Bachelor's

organizing activities, reviewing data analyses and reports to support internal and external operating meetings. Queries managed care organizations for contract clarification of medical and reimbursement policies with direction from internally. 2. Supports supervisor or lead in educational sessions, meetings or conference calls for internal and external constituents as to access to Contract Administrative services. 3. Supports external contract with Underpayment thoroughness, follows policies and procedures, follows instructions, responds to leadership direction and arrives to work, meetings and appointments on time. Communicates changes effectively, prepares and supports those affected by communicate in English. Working knowledge of basic computer software skills.

Job Duties
Conducts new admission visits to all assigned units within timeframe established. This visit will explain "At Your Request" Room Service and answer members. UTSouthwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. As an equal opportunity employer, UT Southwestern nondiscrimination in its educational and employment programs and activities on the basis of race, color, national origin, age, disability, sex, gender identity, sexual orientation, and where applicable, veteran status or on the basis of sexual orientation or gender identity in its educational programs and activities on the basis of race, color, national origin, age, disability, sex, gender identity, sexual orientation, and where applicable, veteran status or on the basis of sexual orientation or gender identity. The policy against discrimination in employment also includes the making of employment decisions without regard to age or disability. The University is committed to providing and maintaining a work environment which is free from discrimination and harassment of any kind, and is committed to an atmosphere of mutual respect and equal opportunity. The University also promotes affirmative action to ensure equal employment opportunities for women and minorities, and encourages minorities, women, disabled persons and veterans to apply for all positions at the University. The University is an Affirmative Action/Equal Opportunity Employer.

Experience and Education
High school diploma or equivalent. Must be able to read, write and Responds to patients inquiries for information in person and over the telephone providing information regarding health care services; provides directions to various facilities and services (restrooms, dining, waiting room for family entertainment. If applicable, ensures patient families are informed when physicians request a when providing services. Responds to patients inquiries for information in person and over the telephone providing information regarding health care services; provides directions to various facilities and services (restrooms, dining, waiting room for family entertainment. If applicable, ensures patient families are informed when physicians request a when providing services. Responds to patients inquiries for information in person and over the telephone providing information regarding health care services; provides directions to various facilities and services (restrooms, dining, waiting room for family entertainment. If applicable, ensures patient families are informed when physicians request a when providing services. Responds to patients inquiries for information in person and over the telephone providing information regarding health care services; provides directions to various facilities and services (restrooms, dining, waiting room for family entertainment. If applicable, ensures patient families are informed when physicians request a when providing services. Responds to patients inquiries for information in person and over the telephone providing information regarding health care services; provides directions to various facilities and services (restrooms, dining, waiting room for family entertainment. If applicable, ensures patient families are informed when physicians request a when providing services.
University Classified Salary Plan

$72,044.00

Y

$4,970.92

$15.98

N

$136,844.00

$47,850.00

$4,811.17

$7,964.67

University Classified Salary Plan

$4,528.08

$43,905.00

$54,337.00

$57,734.00

$46,765.00

Security-sensitive and subject to the provisions of Texas Education Code 51.215.

UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. In accordance with federal and state law, the University prohibits unlawful discrimination, including harassment, on the basis of: race; color; religion; national origin; sex; including sexual harassment; age; disability; genetic information; citizenship status; and protected veteran status. In addition, it is UT Southwestern policy to prohibit discrimination on the basis of sexual orientation, gender identity, or gender expression.

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Security

This position is security-sensitive and subject to the provisions of Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

Salary

Salary Negotiable

Experience and Education

High school diploma or equivalent and four (4) years of hospital/medical office payment posting or bookkeeping experience. Knowledge of FSA, EOB, and 835 processing; Effective oral and written communication skills; Accuracy skills must be automatic processes for correctness and posts all edits and rejects as required. Posts rejected and pre-post edits manually for payments received electronically with knowledge of electronic posting and reconciliation

Garnishments, and any other adjustments that impact gross-to-net calculations. Balance and evaluate federal/state/local tax files, and work with Tax Administrator regarding tax processing and questions and concerns. Maintain employee research records. **Other Duties:** Performs other duties as assigned.

UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. In accordance with federal and state law, the University prohibits unlawful discrimination, including harassment, on the basis of: race; color; religion; national origin; sex; including sexual harassment; age; disability; genetic information; citizenship status; and protected veteran status. In addition, it is UT Southwestern policy to prohibit discrimination on the basis of sexual orientation, gender identity, or gender expression.
PHARMACY TECHNICIAN

Duties performed may include:
- Utilize basic pharmacy equipment.
- Work requires attention to detail, ensuring adherence to safety regulations and practices.
- Work requires good oral and written communication skills.
- Work requires telephone and personal contact with organizational and departmental property and resources.
- Maintains clean, orderly and stocked work environment.
- Works and problem solves with minimal supervision.
- Provides leadership to other technicians.
- Performs extemporaneous compounding.
- Repackages bulk medications into unit dose per departmental policy and procedure.
- Enters charges and credits and restocks returns.
- Makes good decisions to prioritize and act in accordance with organizational and departmental policies, procedures, performance improvement objectives and environmental and infection control standards.
- Coordinates daily workflow in assigned area and oversees the work of other technicians.
- Participates in community.
- In accordance with federal and state law, the University prohibits unlawful discrimination, including harassment, on the basis of: race; color; religion; national origin; sex; including sexual harassment; age; disability; genetic information; citizenship status; and protected veteran status. In addition, it is UT Southwestern policy to prohibit discrimination by objecting to the assignment of particular duties to a specific employee for the purpose of harassment. 
- Utilizes downtime to assist others and/or to provide excellent service to patients and/or families.
- Organizes prescriptions and provides deliveries efficiently and quickly.
- Effective patient/family advocate.
- Responds to the needs of patients and families in a prompt and caring manner.
- Responds to the needs of patients and families in a prompt and caring manner.
- Reflects accountability for the work being performed by others.
- Participates in various accreditation processes as directed.
- Other Duties: Performs other duties as assigned.

Knowledge, Skills & Abilities:
- Proficient keyboarding, accuracy and math aptitude skills.
- Security: This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.
- Salary: Negotiable
- Experience and Education: Minimum 5 years of experience in a similar role.
- Demonstrated proficiency in utilizing Microsoft Office software including Word, Excel, and PowerPoint.
- Strong organizational and time management skills.
- Excellent interpersonal and communication skills.
- Ability to work in a fast-paced environment.
- Ability to work independently and as part of a team.
- Ability to prioritize and manage multiple tasks.
- Ability to maintain confidentiality of sensitive information.

UTSouthwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community.

Any qualifications to be considered as equivalents in lieu of stated minimum require prior approval of the Vice President for Human Resources Administration, or his/her designee. This position is security-sensitive and thereby subject to the provisions of Texas Education Code 51.215. UTSouthwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community.

The University prohibits unlawful discrimination, including harassment, on the basis of: race; color; religion; national origin; sex; including sexual harassment; age; disability; genetic information; citizenship status; and protected veteran status. In addition, it is UT Southwestern policy to prohibit discrimination by objecting to the assignment of particular duties to a specific employee for the purpose of harassment.

For further questions regarding this position, please contact HR Administration at 972-706-5600.
Change Help to continuously improve the studio's workflows, processes, and organization. Must have a willingness to accept new project challenges. Good working knowledge of Photoshop and Lightroom. Able to work well within a team.

**Role:**
- Set-up photographic equipment in the pursuit of photographing staff, patients, and general subjects utilizing techniques best designed to accomplish desired results to ensure that production deadlines are met.
- Proficient in Photoshop, Lightroom and other associated photo related programs.
- Maintains schedule and works with clients directly to identify best resources to use for their project in a timely manner.

**Job Duties:**
- Set-up photographic equipment in the pursuit of photographing staff, patients, and general subjects utilizing techniques best designed to accomplish desired results to ensure that production deadlines are met.
- Proficient in Photoshop, Lightroom and other associated photo related programs.
- Maintains schedule and works with clients directly to identify best resources to use for their project in a timely manner.

**Other Duties:**
- Performs other duties as assigned.

**Qualifications:**
- Bachelor's degree in Photography or related field preferred. 2 years of experience in photography and retouching.
- Ability to work with a variety of clients in a fast-paced environment.
- Excellent attention to detail and ability to meet deadlines.
- Proficient in Adobe Creative Suite, particularly Photoshop and Lightroom.

**Additional Information:**
- UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. In accordance with federal and state law, the University observes all required laws against discrimination or harassment, including those regarding race, color, national origin, sex, sexual orientation, gender identity, age, religion, disability, and handicap. In addition, UT Southwestern complies with all applicable executive orders and regulations.
- Participates in work of department as may be required by workload.
- Performs other duties as assigned.

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**Advanced Pharmacy Technician (TCPT) basic responsibilities may include:**
- Performs job responsibilities in accordance with established procedures.
- Assists in the performance of advanced pharmacy technician duties as directed.
- Performs other duties as assigned.

**Controlled Substance, Operating room, Buyer, Procurement & Technology Optimization:**

**Advanced Pharmacy Technician Concentrations:**
- Performs other duties as assigned.

**Controlled Substance, Operating room, Buyer, Procurement & Technology Optimization Advanced Pharmacy Technician Concentration Areas:**
- Performs other duties as assigned.

**Security:**
- This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.
- Salary: Negotiable Experience and Education Level Required: High School Diploma.

**Summary:**
- Works under limited supervision to plan, coordinate, and supervise general duties and needs of Ambulatory and University Hospitals' Pharmacy Operations.
- Diplomas with 8 yrs of clinical lab experience, 5 years as a phlebotomist; OR Associates Degree with 5 yrs clinical lab experience, 3 years as a phlebotomist. Current Basic Life Support (BLS) certification, course accredited by the American Heart Association (AHA) or American Red Cross (ARC). Supervisory experience required.
- Job Duties:
  - Performs job responsibilities in accordance with established procedures.
  - Performs other duties as assigned.

**Knowledge, Skills & Abilities:**
- Work requires good organizational skills.
- Basic computer skills, data entry, filing.
- English (speaking, reading, writing). Good general health and stress coping ability. Moderate physical demands.

**Job Duties:**
- Performs job responsibilities in accordance with established procedures.
- Performs other duties as assigned.

**Knowledge, Skills & Abilities:**
- Good organizational skills.
- Basic computer skills, data entry, filing.
- English (speaking, reading, writing). Good general health and stress coping ability. Moderate physical demands.

**Controlled Substance, Operating room, Buyer, Procurement & Technology Optimization Advanced Pharmacy Technician Concentration Areas:**
- Performs other duties as assigned.

**Security:**
- This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.
- Salary: Negotiable Experience and Education Level Required: High School Diploma.

**Summary:**
- Works under limited supervision to plan, coordinate, and supervise general duties and needs of Ambulatory and University Hospitals' Pharmacy Operations.
- Diplomas with 8 yrs of clinical lab experience, 5 years as a phlebotomist; OR Associates Degree with 5 yrs clinical lab experience, 3 years as a phlebotomist. Current Basic Life Support (BLS) certification, course accredited by the American Heart Association (AHA) or American Red Cross (ARC). Supervisory experience required.
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- Work requires good organizational skills.
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- Performs other duties as assigned.

**Knowledge, Skills & Abilities:**
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- English (speaking, reading, writing). Good general health and stress coping ability. Moderate physical demands.

**Controlled Substance, Operating room, Buyer, Procurement & Technology Optimization Advanced Pharmacy Technician Concentration Areas:**
- Performs other duties as assigned.

**Security:**
- This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.
- Salary: Negotiable Experience and Education Level Required: High School Diploma.

**Summary:**
- Works under limited supervision to plan, coordinate, and supervise general duties and needs of Ambulatory and University Hospitals' Pharmacy Operations.
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- Work requires good organizational skills.
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- English (speaking, reading, writing). Good general health and stress coping ability. Moderate physical demands.
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</table>

**Position:** PHYSICAL THERAPIST - PRN

- **Salary:** Negotiable
- **Experience and Education:** Graduation from an accredited university or college with a Bachelor's degree in physical therapy and completion of a physical therapy internship program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE) is required.
- **Summary:** Performs highly skilled work with limited supervision for general photography in support of marketing functions.

- **Security:** This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

- **Duties:** Prepares highly skilled work with limited supervision for general photography in support of marketing functions.

---

**Position:** PHYSICAL THERAPIST - PRN

- **Salary:** Negotiable
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- **Security:** This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

- **Duties:** Prepares highly skilled work with limited supervision for general photography in support of marketing functions.

---

**Position:** PHOTOGRAPHER - PRN

- **Salary:** Negotiable
- **Experience and Education:** Bachelor's degree in photography and six (6) years photographic experience at agency, corporation or large educational facility.

- **Summary:** Performs specialized work with general photography in support of marketing functions.

- **Security:** This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

- **Duties:** Performs specialized work with general photography in support of marketing functions.

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- **Security:** This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

- **Duties:** Performs specialized work with general photography in support of marketing functions.
**Job Title:** Medical Records Technical Specialist  
**Department:** Office-Phys Communicat Coord  
**Salary:** $14,326.92  
**University:** University of Texas Southwestern Medical Center

**Duties:**
- Backs up other performance improvement specialists as assigned and needed, in case of absence.
- Review and communication of findings.
- Hospital Qualitynet Security Administrator, super user. Enter both hospital’s web-based measures.
- Communicates all messages/requests from CMS/QNET to appropriate areas/individuals.
- Ensures all hospital wide QNET deadlines are met, that all rejected cases are corrected and retransmitted.
- Hospital Qualitynet Security Administrator, super user. Enter both hospital’s web-based measures.
- Communicates all messages/requests from CMS/QNET to appropriate areas/individuals.
- Ensures all hospital wide QNET deadlines are met, that all rejected cases are corrected and retransmitted.

**Knowledge, Skills & Abilities:**
- Ability to ensure adherence to policies and procedures of the University.
- Ability to communicate effectively with various levels of internal and external customers.
- Ability to ensure adherence to policies and procedures of the University.
- Ability to communicate effectively with various levels of internal and external customers.

**Education & Experience:**
- Bachelor’s degree and three (3) years experience in medical records administration.
- Bachelor’s degree and three (3) years experience in medical records administration.

**Other Duties:**
- Performs other duties as assigned.

**Contact:**
- UT Southwestern Medical Center is committed to an inclusive and diverse workplace that values and promotes equal opportunity to all members of the University community.
- UT Southwestern Medical Center is committed to an inclusive and diverse workplace that values and promotes equal opportunity to all members of the University community.
- In accordance with federal and state law, the University prohibits unlawful discrimination, including harassment, on the basis of: race; color; religion; national origin; gender; sexual orientation; gender identity; age; disability; genetic information; citizenship status; or veteran status.

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**Job Title:** Radiation Department Medical Dosimetrist  
**Department:** Hospital Classified Salary Pln  
**Salary:** $5,722.75  
**University:** University of Texas Southwestern Medical Center

**Duties:**
- Performs patient specific quality assurance of treatment plans, pre-delivery for initial plans, and post-delivery for adaptive plans.
- Analyses and accumulates dose from each fraction of adaptive plans to provide an accuracy check.
- Prepares treatment plan documents and billing notes and uploads them into the radiation treatment planning system.
- Recalculates adaptive plans post treatment to provide a record of the benefit of plan adaption.
- Creates patient plans.

**Knowledge, Skills & Abilities:**
- Ability to ensure adherence to policies and procedures of the University.
- Ability to communicate effectively with various levels of internal and external customers.
- Ability to ensure adherence to policies and procedures of the University.
- Ability to communicate effectively with various levels of internal and external customers.

**Education & Experience:**
- Bachelor’s degree in physics or related field, preferred.
- Bachelor’s degree in physics or related field, preferred.

**Other Duties:**
- Performs other duties as assigned.

---

**Job Title:** Medical Assistant - APP  
**Department:** University Classified Sal Pln  
**Salary:** $26,191.00  
**University:** University of Texas Southwestern Medical Center

**Duties:**
- Provides care at the bedside for patients admitted to the unit.
- Prepares treatment plan documents and billing notes and uploads them into the radiation treatment planning system.
- Recalculates adaptive plans post treatment to provide a record of the benefit of plan adaption.
- Creates patient plans.

**Knowledge, Skills & Abilities:**
- Ability to ensure adherence to policies and procedures of the University.
- Ability to communicate effectively with various levels of internal and external customers.
- Ability to ensure adherence to policies and procedures of the University.
- Ability to communicate effectively with various levels of internal and external customers.

**Education & Experience:**
- Associate’s degree in health science or related field, preferred.
- Associate’s degree in health science or related field, preferred.

**Other Duties:**
- Performs other duties as assigned.
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</table>

**Security**

This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

**Salary**

Salary Negotiable

**Experience and Education**

Bachelor's degree in Accounting, Finance, Business Administration, or related field required. Experience in financial analysis and accounting is preferred.

**Job Duties**

1. Manage the budget and financial records of the department.
2. Analyze financial data to identify trends and areas for improvement.
3. Prepare financial reports and presentations for senior management.
4. Collaborate with other departments to ensure financial goals are met.
5. Oversee the financial aspects of major projects and initiatives.

**Working Conditions**

Work is performed primarily in an office environment. The position requires the ability to sit, stand, and walk for long periods of time. Reading, writing, and setting priorities are essential tasks for this role.

---

**Mainten/Craft-Elec/Plumb Jr**

Salary: $24.45

**Maintenance and Craftsmanship**

- Performs routine plumbing and electrical maintenance tasks.
- Assists in the installation of new equipment.
- Responds to maintenance requests from faculty and staff.

**Related Skills and Knowledge**

- Basic understanding of electrical and plumbing systems.
- Familiarity with maintenance policies and procedures.

**Working Conditions**

Work is performed primarily in an office environment. The position requires the ability to sit, stand, and walk for long periods of time. Reading, writing, and setting priorities are essential tasks for this role.

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**Prof Services-Campus Ops**

Salary: $65,560.00

**Professional Services for Campus Operations**

- Assists in the planning and execution of special events.
- Coordinates with various departments to ensure smooth event operations.

---

**PI SPECIALIST PART TIME NON-EX**

Salary: Negotiable

**Research and Project Management**

- Supports the development and execution of research projects.
- Coordinates with internal and external stakeholders.

**Education and Experience**

- Bachelor's degree in a relevant field.

**Working Conditions**

Work is performed primarily in an office environment. The position requires the ability to sit, stand, and walk for long periods of time. Reading, writing, and setting priorities are essential tasks for this role.

---

**CAMP**

Salary: $27.76

**Campus Security**

- Monitors and responds to security incidents.
- Ensures the safety and security of campus facilities.

**Education and Experience**

- High school diploma or equivalent.

**Working Conditions**

Work is performed primarily in an office environment. The position requires the ability to sit, stand, and walk for long periods of time. Reading, writing, and setting priorities are essential tasks for this role.

---

**Academy**

Salary: $195.61

**Training and Development**

- Assists in the planning and execution of training programs.
- Provides feedback to trainees.

**Education and Experience**

- Bachelor's degree in a relevant field.

**Working Conditions**

Work is performed primarily in an office environment. The position requires the ability to sit, stand, and walk for long periods of time. Reading, writing, and setting priorities are essential tasks for this role.

---

**Clinical Guideline Subcommittee**

- Reviews clinical guidelines for accuracy and completeness.
- Assists in the development of new guidelines.

**Education and Experience**

- Bachelor's degree in a relevant field.

**Working Conditions**

Work is performed primarily in an office environment. The position requires the ability to sit, stand, and walk for long periods of time. Reading, writing, and setting priorities are essential tasks for this role.

---

**Quality Management**

- Monitors and reports on quality metrics.
- Assists in the development of quality improvement plans.

**Education and Experience**

- Bachelor's degree in a relevant field.

**Working Conditions**

Work is performed primarily in an office environment. The position requires the ability to sit, stand, and walk for long periods of time. Reading, writing, and setting priorities are essential tasks for this role.

---

**Pharmacy**

Salary: $245.40

**Pharmaceutical Services**

- Prepares medications for patients.
- Assists in the dispensation of medications.

**Education and Experience**

- Bachelor's degree in Pharmacy.

**Working Conditions**

Work is performed primarily in an office environment. The position requires the ability to sit, stand, and walk for long periods of time. Reading, writing, and setting priorities are essential tasks for this role.

---

**Construction**

Salary: $50,858.00

**Construction Management**

- Manages construction projects from planning to completion.
- Coordinates with contractors and vendors.

**Education and Experience**

- Bachelor's degree in Construction Management.

**Working Conditions**

Work is performed primarily in an office environment. The position requires the ability to sit, stand, and walk for long periods of time. Reading, writing, and setting priorities are essential tasks for this role.

---

**Communications Center**

Salary: $52,548.00

**Communications Operator**

- Operates radio and computer equipment in the Communications Center.
- Answers emergency calls.

**Education and Experience**

- High school diploma or equivalent.

**Working Conditions**

Work is performed primarily in an office environment. The position requires the ability to sit, stand, and walk for long periods of time. Reading, writing, and setting priorities are essential tasks for this role.
**University Classified Sal Pln**

<table>
<thead>
<tr>
<th>Code</th>
<th>Position</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>POLICY MANAGEMENT COORDINATOR</td>
<td>Responsible for the maintenance of hospital and departmental policies, assuring compliance with regulatory requirements and evaluating evidence for best practice. Coordinates with multidisciplinary leadership, policy owners and/or content experts throughout the institution for review and implementation of hospital policies. Coordinates and fosters the development of an evidence-based approach to clinical practice. Performs other duties as assigned. Knowledge, Skills &amp; Abilities Must have excellent oral and written skills. Must have good organizational skills. Must be able to communicate effectively with various levels of internal and external contacts. Must be able to document work and communicate progress effectively. Must be able to determine solutions for core and related system requirements and projects while applying proven communication, analytical, and problem-solving skills. Work requires ability to read, write, analyze, and resolve problems. Work requires ability to produce reports from compiled data. Work requires ability to understand and apply UT System and other academic medical center policies. Work requires ability to determine solutions for core and related system requirements and projects while applying proven communication, analytical, and problem-solving skills. Work requires ability to learn and apply new reports and queries as needed. Work requires ability to write, analyze, and resolve problems. Work requires ability to produce reports from compiled data. Work requires ability to understand and apply UT System and other academic medical center policies. Work requires ability to learn and apply new reports and queries as needed. Work requires ability to write, analyze, and resolve problems. Work requires ability to produce reports from compiled data. Work requires ability to understand and apply UT System and other academic medical center policies. Work requires ability to learn and apply new reports and queries as needed. Work requires ability to write, analyze, and resolve problems. Work requires ability to produce reports from compiled data. Work requires ability to understand and apply UT System and other academic medical center policies.</td>
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University Classified Sal Pln

UNIV

UNIV

Security

This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information

Salary

Salary Negotiable

Experience and Education

High school diploma or equivalent and two (2) years semi-skilled level experience in mechanical or electrical systems.

Job Duties

- Perform semi-skilled level operation and maintenance of equipment and machinery in central power plant environment.
- Develop short and long term goals and objectives for the program in line with University goals.
- Meet regularly with other staff involved in the projects.
- Coordinate reporting aspects such as preparing progress reports, continuing reviews and updating records for Internal Review Board and funding agency.
- Coordinate with vendors and contractors regarding projects and maintenance activities.
- Serve as liaison to other ... outside entities.
- Devise work plans for research staff.
- Supervise research project staff by orienting, collaborating to ensure subcontractor agreements are complete and accurate and acquire administrative authorization when needed.
- Assist in conducting surveys and gathering or abstracting data.
- Participate in recruiting and interviewing research participants.
- Synthesize and present research findings.
- Serve as liaison to other ... outside entities.
- Devise work plans for research staff.
- Supervise research project staff by orienting, collaborating to ensure subcontractor agreements are complete and accurate and acquire administrative authorization when needed.
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- Participate in recruiting and interviewing research participants.
- Synthesize and present research findings.
This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

Salary: Salary Negotiable

Experience and Education:

- Five (5) years of related work experiences are required or journeyman level experience, which includes two (2) years' experience in skilled maintenance trade (PM, DI/RO, Air, Vac); Must have working knowledge of electrical, mechanical, and plumbing practices.
- High school or vocational school four (4) years related work experiences are required or journeyman level experience, which includes two (2) years' experience in skilled maintenance trade (PM, DI/RO, Air, Vac); Must have working knowledge of electrical, mechanical, and plumbing practices.
- Complete knowledge of power distribution systems and emergency power systems.
- Knowledge of hospital emergency power systems.
- Mike's experience with thermal and electrical performance evaluations, maintenance and repair of state-of-the-art equipment.

JOB DUTIES:

1. Performs preventive maintenance, troubleshoot, and repair various buildings systems, and equipment, reverse osmosis and de-ionized water systems, air/vacuum systems.
2. Diagnoses electrical parts on engines and appropriate transfer switches and interprets schematic wiring.
3. Performs, oversees contractors and coordinates weekly, monthly and annual preventive maintenance of generators, switchboards and synchronizes generators. Adjusts frequency, voltage, and loads on 13.8 kV and 4.16 kV systems.
4. Reviews codes related to compliance with NFPA, Joint Commission, EPA, TCEQ and other related agencies. Revises operating procedures and upgrades systems to comply with codes.
5. Provides fueling services to internal and external customers.
7. Provides follow-up and health maintenance care to patients in accordance with scope of practice and supervising practice agreement.
8. Establishes and maintains accurate patient care records.
9. Reviews codes related to compliance with NFPA, Joint Commission, EPA, TCEQ and other related agencies. Revises operating procedures and upgrades systems to comply with codes.
10. Provides fueling services to internal and external customers.
12. Provides follow-up and health maintenance care to patients in accordance with scope of practice and supervising practice agreement.
15. Performs preventive maintenance and repair of equipment.
16. Diagnoses electrical parts on engines and appropriate transfer switches and interprets schematic wiring.
17. Provides follow-up and health maintenance care to patients in accordance with scope of practice and supervising practice agreement.
18. Establishes and maintains accurate patient care records.
19. Review and maintain equipment breakdowns. Serves as liaison between customer and Facilities Management (Physical Plant).
20. Performs preventive maintenance and repair of equipment.
21. Diagnoses electrical parts on engines and appropriate transfer switches and interprets schematic wiring.

FUNCTIONS:

- Equipment breakdowns.
- Serves as liaison between customer and Facilities Management (Physical Plant).
- Performs preventive maintenance and repair of equipment.
- Diagnoses electrical parts on engines and appropriate transfer switches and interprets schematic wiring.
- Provides follow-up and health maintenance care to patients in accordance with scope of practice and supervising practice agreement.
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- Provides follow-up and health maintenance care to patients in accordance with scope of practice and supervising practice agreement.
- Establishes and maintains accurate patient care records.
The Employee Experience Program Manager is an integral part of the Health System Administration and Communications team and is responsible for producing clear, concise, informative, and engaging internal communications about University of Texas Southwestern Medical Center (UT Southwestern) operations. The Program Manager collaborates with Human Resources on overarching recognition strategies, tools, and programs to ensure and maintain alignment with UT Southwestern initiatives and policies as well as state requirements. They are responsible for recommending and strategizing on how to continue building a positive workplace culture and creating informed rewards and recognition plans based on those findings.

The Program Manager increases the number and diversity of award nominations through effective communication, including but not limited to the Diana and Richard C. Strauss Awards, Meritorious Awards, Milestone Celebrations, Nurses Week, and other Health System activities, events, or programs. They outreach with staff and faculty across the Health System to develop content project plans in collaboration with the Health System Communications leadership. The Program Manager is an integral part of the Health System Administration and Communications team.

Duties include:
- Collaborating with Human Resources on recognition strategies, tools, and programs to ensure and maintain alignment with UT Southwestern initiatives and policies as well as state requirements.
- Developing and implementing informed rewards and recognition plans based on research findings.
- Increasing the number and diversity of award nominations through effective communication, including but not limited to the Diana and Richard C. Strauss Awards, Meritorious Awards, Milestone Celebrations, Nurses Week, and other Health System activities, events, or programs.
- Outreaching with staff and faculty across the Health System to develop content project plans.
- Serving as a key content coordinator and contributor for communications that enhance the employee experience and engagement.
- Ensuring compliance with applicable laws, regulations, policies, and procedures.
- Promoting collaboration among investigators and across disciplines to support research.
- Ensuring the timely and clear implementation of new programs.
- Responsible for review, development, recommendation, and implementation related to assigned activity, program, and practice.
- Setting and continually managing program expectations with team members and other stakeholders.

Qualifications:
- Minimum 7 years of experience in communications, public relations, or marketing. Experience in health care is strongly preferred.
- Bachelor's degree in communications, marketing, public relations, or a related field.
- Strong instructional and speaking skills.
- Ability to master medical research regulations and proposal development.
- Strong leadership, organizational, and administrative skills.
- Skilled as both a leader and team member.
- Demonstrated ability to successfully interact with executives, physician leaders, managers, and staff.
- Excellent written and verbal communication skills.
- Experience in developing and implementing content project plans.
- Experience in promoting collaboration among investigators and across disciplines to support research.
- Experience in ensuring compliance with applicable laws, regulations, policies, and procedures.

Salary Negotiable

University Classified Sal Pln
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PROGRAM COORDINATOR SR

Responsibilities:
- Requires an agile, proactive individual with strong executive presence, presentation creation, storytelling, and delivery skills.
- Requires a self-starter who demonstrates a high level of independent judgement and individual initiative.
- Deliver progress reports, proposals, requirements documentation and presentations.
- Build, develop and grow any relationships vital to the success of the project with internal and external stakeholders.
- Develop dashboards, presentations, recommend to senior management.
- Set and continually manage expectations with team members and other stakeholders; delegate tasks and responsibilities to appropriate personnel; identify and resolve issues and conflicts within.
- System Strategy initiatives and approved business plans.
- Develop full-scale implementation plans and associated communications documents; communicate effectively strategy expectations to team members and stakeholders in a way that is education-focused, evidence-based and aligned with the augment of the health system.
- This leader will partner closely with health system information resources, marketing, operations, and other business partners around our healthcare system to execute on emerging strategies.
- Program Manager of Health System Emerging Strategies is an integral contributor to UT Southwestern Health Systems mission; providing thought leadership, project management expertise, analytical insights, and operational execution that advances the strategic imperatives for the health system.
- This leader will work closely with the interim chief information officer, the chief clinical officer, the chief medical officer, and the chief operating officer to develop and execute the health system strategic initiatives and approved business plans. The leader will work closely with the health system information resources, marketing, operations, and other business partners to execute on emerging strategies.
- The leader will report to the chief operating officer and serve on the executive leadership cabinet.
- Perform the duties of a senior executive coordinator.
- Serve as a strategic leader for the health system.
- Directs program implementation and administration of various projects.
- Monitors key quality indicators monthly to detect problems and opportunities for improvement.
- Serves on process improvement teams as assigned, documents progress, and monitors ongoing status.
- Reviews all UGSW and Simmons Cancer Center policies, procedures, guidelines, and standard operating procedures (SOPs) to ensure compliance with best practices and regulatory standards, ensuring each are kept current by reviewing timely and submitting to the appropriate Policy and Procedure Committee.
- Monitors and monitors all UGSW and Simmons Cancer Center policies, procedures, guidelines, and standard operating procedures (SOPs) to ensure compliance with best practices and regulatory standards, ensuring each are kept current by reviewing timely and submitting to the appropriate Policy and Procedure Committee.
- Reviews, evaluates, and investigates patient safety events reported through the event reporting program in conjunction with Assistant Director of Quality, Safety and Compliance.
- Takes responsibility for the basis of sexual orientation, gender identity, or gender expression.
- Requires ability to respond to and interact with all stakeholders with the PACT standards.
- Requires ability to devise creative alternatives and suggestions to workflow constraints.
- Work requires a change agent.
- Duties:
  - Analyzes, coordinates, and evaluates program operation procedures.
  - Develops or oversees development of budget for program.
  - Develops, cultivates, and maintains working relationships with internal/external departments/agencies.
  - Oversees, monitors, and directs the Center for Depression Research and Clinical Care (CDRC), including development, implementation, and oversight of various projects, programs, and procedures.
  - This includes regular meetings with CDRC personnel to review status of studies and creation/review of reports regarding study deliverables (e.g., recruitment, retention, and timelines).
  - Study Project Directors.
  - RESPONSIBILITY: Analyze, synthesize, and distill large amounts of data from data sources.
  - Coordinate the administration of the program.
  - Develop and implement initiatives to improve program operations and outcomes.
  - Collaborate with other organizations and agencies to ensure successful implementation of program.
  - Manage program resources effectively and efficiently.
  - Ensure compliance with all regulations and guidelines.
  - OVERALL RESPONSIBILITY: Lead the program in all aspects of program development, implementation, and evaluation.
- Security:
  - This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

Salary:
- Negotiable

Experience and Education:
- Bachelor degree in literature and attends functions to keep abreast of relevant scientific and technical developments related to program.
- May provide supervision to staff members.
- Other Duties: Performs other duties as assigned.
- UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. In accordance with federal and state law, the University prohibits unlawful discrimination, including discrimination on the basis of race, color, national origin, sex, disability, age, sexual orientation, gender identity, or gender expression.

Supervisor:
- University Classified Sal Pln
- ADMIN
- HOSP
- E

Program Manager:
- 1D
- 20
- $60.22
- $74,804.00
- $33.68
- $287.71
- T21
- $210.57
- $8,853.67
- N
- $403.98
- T20
- $45.95
- Supervisor
- $97,155.00
- $81,287.00
- $481.73
- $35.96
- University Classified Sal Pln
- ADMIN
- HOSP
- E

This position is part-time and is paid $60.22 per hour.
The Program Manager, Quality & Performance Improvement role is responsible for ensuring the effective and efficient delivery of clinical services, programs, and initiatives. They will manage a team of professionals and other stakeholders to achieve these goals. The role requires a strong understanding of quality improvement methodologies and the ability to lead complex projects. The Program Manager will work closely with clinical and administrative leaders to develop and implement strategies that support the organization's mission.

**Job Duties**

- Develop and maintain relationships and set clear expectations with key internal and external stakeholders.
- Maintain external content management systems and platforms for assigned programs; conduct quality analysis by identifying and translating complex data sets into meaningful insights and presenting recommendations to key decision makers.
- Develop and implement optimization or enhancement plans aligned with strategic goals for the programs that are supported.
- Evaluate and assess the programs' strengths and weaknesses.
- Oversee workflow management of program; design, build and test existing / new workflows for various units and departments.
- Collaborate with vendor to ensure the organization's workflow management is effective and efficient, assets are safeguarded.
- Ensures compliance with applicable laws, regulations, policies, and procedures.
- Keeps relevant with technical, functionality and other program updates.
- Develops sustainable certifications preferred: Project Management, HIMSS, ANCC (Informatics), Green Belt, Black Belt or Lean Six Sigma.

**Knowledge, Skills & Abilities**

- Good verbal and written communication and interpersonal skills.
- Ability to review, recommend, develop, and implement project plans.
- Ability to develop, upon the enterprise-wide strategy and programs to support ongoing development of clinical knowledge, performance and competence of physicians and other healthcare professionals.
- Partner with key stakeholders to design and maintain such. Provides guidance for program evaluation processes, including outcomes measurement for accredited educational activities.
- Oversees planning of onsite and offsite CME activities, including conferences/symposia, Grand rounds, and accreditation compliance of all proposed Continuing Education educational activities.
- Maintains ACCME accreditation standards for educational programs, proposing new and updated procedures and practices as needed to ensure effective processes resulting in accurate data generation and reporting.

**Education and Experience**

- Requires a master's degree in Clinical Research, Healthcare Administration, Public Health, Management Science, Engineering, Nursing, Social Sciences, or similar degree and five (5) years' of relevant experience in healthcare.

**Security**

This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

**Salary**

Salary Negotiable

**Summary**

Under minimal supervision, the Program Manager will lead a team of professionals and other stakeholders to achieve the organization's goals. They will work closely with clinical and administrative leaders to develop and implement strategies that support the organization's mission.

---

**Notes:**

- The Program Manager will be responsible for ensuring the effective and efficient delivery of clinical services, programs, and initiatives.
- They will manage a team of professionals and other stakeholders to achieve these goals.
- The role requires a strong understanding of quality improvement methodologies and the ability to lead complex projects.
- The Program Manager will work closely with clinical and administrative leaders to develop and implement strategies that support the organization's mission.
- The Program Manager will develop and maintain relationships and set clear expectations with key internal and external stakeholders.
- They will maintain external content management systems and platforms for assigned programs; conduct quality analysis by identifying and translating complex data sets into meaningful insights and presenting recommendations to key decision makers.
- They will develop and implement optimization or enhancement plans aligned with strategic goals for the programs that are supported.
- They will evaluate and assess the programs' strengths and weaknesses.
- They will oversee workflow management of program; design, build and test existing / new workflows for various units and departments.
- They will collaborate with vendor to ensure the organization's workflow management is effective and efficient, assets are safeguarded.
- They will ensure compliance with applicable laws, regulations, policies, and procedures.
- They will keep relevant with technical, functionality and other program updates.
- They will develop sustainable certifications preferred: Project Management, HIMSS, ANCC (Informatics), Green Belt, Black Belt or Lean Six Sigma.
- The Program Manager will require a master's degree in Clinical Research, Healthcare Administration, Public Health, Management Science, Engineering, Nursing, Social Sciences, or similar degree and five (5) years' of relevant experience in healthcare.
- This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.
- Salary Negotiable.
- This position is subject to the Texas Education Code 51.215.
The Program Manager is responsible for transforming the overall service delivery capability. The ITSM Program Manager works closely with the IT Service Management Board, Service Owners, and the CIO providing status reports and escalating issues as required. Experience and Education: BA/BS in Business Administration, Healthcare Administration, Public Policy or related field and five (5) years experience in higher education administration, a global health agency, or non-governmental organization required. Master's degree preferred.

Job Duties:

1. Develops, implements, and interprets safety policies, procedures, and programs campus wide, which includes two hospitals; to increase employee safety awareness and reduce work related injuries.
2. Identifies potential hazards and risk assessments; develops strategies for preventing accidents and injuries.
3. Establishes and maintains an injury and illness reporting system; investigates accidents and injuries to determine root causes.
4. Recommends and develops new policies and procedures for improvement of program activities.
5. Plans and coordinates special events. Participates in conferences. Presents data and program outcomes.
6. Supports research by promoting collaboration among investigators and across disciplines, departments, and institutions; organizes meetings, seminars, and conferences; manages resources; and funds and support for research.
7. Establishes program goals and objectives and directs program evaluation and quality control activities; develops and/or approves schedules, priorities and standards for achieving goals; provides guidance and direction.
8. Supports research by promoting collaboration among investigators and across disciplines, departments, and institutions; organizes meetings, seminars, and conferences; manages resources; and funds and support for research.
9. Assist with support and development of mentorship programs for faculty mentors.
10. Coordination and development of assessment and reporting of outcomes of the Office of Global Health initiatives, including postgraduate trainees.

Knowledge, Skills & Abilities:

- Strong customer-service focus.
- Working Conditions: Work is performed primarily in an office environment. Any qualifications to be considered as equivalents in lieu of stated minimums require prior approval of Vice President for Human Resources.
- Security: This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.
null
### Duties
Defines complete operation workflow and documents customer business requirements for computer solutions. Analyzes business and/or scientific problems of most complex type with ability to develop computer solutions either as necessary. Selects or modifies existing computer programs or applicable program systems and structures data formats for solution of problems. Implements or leads implementation of systems or job streams.

### Education
High school graduation or GED plus successful completion of vocational training in computer programming and five (5) years of experience in computer operation and/or programming, including at least one (1) year as a programmer analyst II.

### Experience
- Experience and education prepare technical skills required to analyze and define business and/or scientific problems of moderate complexity for computer solution and to prepare, modify, and maintain programs for handling of such problems.
- Experience and education provide technical skills required to analyze and define business and/or scientific problems of most complex type for computer solution and to prepare, modify, and maintain programs for handling of such problems.

### Essential Functions
- Leads the UTSW Provider Unit (PU) and has responsibility and authority to ensure compliance with ANCC Accreditation Program criteria for all aspects of program design, management, and operation.
- Manages multiple projects and priorities in an environment with limited administrative support.
- Manages the implementation of quality and patient safety initiatives, including setting timelines, and reporting results.

### Knowledge, Skills & Abilities
- Directs, monitors, and evaluates the performance of the team. Ensures compliance with all policies, procedures, and established guidelines. 
- Communicates effectively with all levels of UTSW and within the community. Manages and directs resources on projects.
- Implements effective training and resource management strategies for program.
- Uses data to improve and measure performance, workloads, and require resources.

### Security
This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UTSouthwestern to obtain criminal history record information.

### Salary
Salary Negotiable

### Experience and Education
Bachelor's degree in healthcare related field and three (3) years of experience in nursing, other healthcare discipline, quality improvement, or risk management.

### Security
This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UTSouthwestern to obtain criminal history record information.
Duties  1. Assists in the management and strategic development of major campus wide projects and new campus-wide programs and initiatives. 2. Develops and maintains project work plans to measure and manage progress against the busines...
<table>
<thead>
<tr>
<th>Position</th>
<th>Project Manager</th>
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<td>$65,79</td>
<td>$224.47</td>
<td>$526.32</td>
<td>$106,244.00</td>
</tr>
</tbody>
</table>

**Project Coordinator**

- **Summary**: Works under minimal supervision to coordinate projects, meetings, appointments, conferences, seminars, and workshops as needed. Develops all types of correspondence. Provides professional support for special projects, which include, but not limited to monitoring and maintaining all project intake submissions, establishment of work-flows across the organization, tracking, analyzing, and reconciling expenditures and project milestones, and handling multiple complex assignments.

- **Knowledge, Skills, & Abilities**
  - Basic knowledge of healthcare related medical equipment and devices.
  - Basic knowledge of architectural blueprints and construction practices.
  - Ability to handle multiple complex assignments.
  - Strong communication and leadership skills.

- **Experience and Education**
  - Bachelor's degree in related field plus six (6) years experience in a healthcare setting, including at least two (2) years experience in formal or project management roles.
  - Experience leading and managing multi-disciplinary teams.

- **Security**: This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

- **Salary**: Negotiable.

**Project Manager**

- **Summary**: Works under minimal direction to plan and schedule project timelines and milestones using appropriate tools; track project milestones and deliverables; develop and deliver progress reports, proposals, requirements documentation and presentations; help determine the frequencies and develop the project's schedule.

- **Responsibilities**
  - Define project scope, goals and deliverables that support business goals in collaboration with manager and leadership; develop project plans, timelines, and deliverables.
  - Manage project resources and communicate recommendations to senior management.
  - Manage dependencies and critical paths.
  - Plan and schedule project timelines and milestones using appropriate tools; track project milestones and deliverables; develop and deliver progress reports, proposals, requirements documentation and presentations.

- **Knowledge, Skills, & Abilities**
  - Knowledge of personal computers.
  - Ability to plan, organize, coordinate, and oversee work of others as necessary to ensure desired results are achieved.
  - Experience working in a fast-paced environment.

- **Experience and Education**
  - Bachelor's degree in related field plus five (5) years experience in a healthcare setting, including at least one (1) year experience in a leadership role.

- **Security**: This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

- **Salary**: Negotiable.

**Project Manager**

- **Summary**: Works under minimal direction to plan and schedule project timelines and milestones using appropriate tools; track project milestones and deliverables; develop and deliver progress reports, proposals, requirements documentation and presentations; help determine the frequencies and develop the project's schedule.

- **Responsibilities**
  - Define project scope, goals and deliverables that support business goals in collaboration with manager and leadership; develop project plans, timelines, and deliverables.
  - Manage project resources and communicate recommendations to senior management.
  - Manage dependencies and critical paths.
  - Plan and schedule project timelines and milestones using appropriate tools; track project milestones and deliverables; develop and deliver progress reports, proposals, requirements documentation and presentations.

- **Knowledge, Skills, & Abilities**
  - Knowledge of personal computers.
  - Ability to plan, organize, coordinate, and oversee work of others as necessary to ensure desired results are achieved.
  - Experience working in a fast-paced environment.

- **Experience and Education**
  - Bachelor's degree in related field plus five (5) years experience in a healthcare setting, including at least one (1) year experience in a leadership role.

- **Security**: This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

- **Salary**: Negotiable.
The Opioid Safety Project Manager position is responsible for managing multiple Opioid Safety projects and overseeing the execution of project/program goals, and work with CRM to help allocate from within the department or externally. Set and continually manage research project expectations with PIs and other team members; delegate tasks and responsibilities to appropriate team members. Develop project management processes that are inclusive of a domain of knowledge and skills. Ability to plan and organize work in logical and efficient manner. Frequent writing and communication with PIs, project managers, project/program teams, and other stakeholders. Adaptable to changes in the work environment. Initiative to improve productivity and quality of work. Problem-solving and critical thinking abilities. Communication and relationship-building skills. Ability to effectively maintain and track multiple, concurrent projects and initiatives with ease. Problem-solving and critical thinking abilities. Effectively utilize analytical skills for issue resolution, enhancement, and development with minimal intervention. You are capable of coaching others in the application of this competency. You assist in the development of reference and resource materials in this competency. Technical skills to include: Work with project team to develop project management processes that are inclusive of a domain of knowledge and skills. Understanding of project management concepts and tools. Understanding of project management tools and techniques. Experience and Education: Bachelor’s degree in accounting, business administration, information systems, or related area; Master’s degree or professional certification as a Certified Internal Auditor preferred. Additionally, at least five (5) years’ experience in a healthcare setting is required. This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.
**PROJECT MEASUREMENT SPECIALIST**

- **Duties**:
  - Responsible for various project management duties, which require thorough understanding of, and adherence to principles of project management; may perform project tasks as required by the project plan.
  - Responsible for estimating resources and project tasks; provide status reports to management and project team.
  - Leads projects within the department and engages support of University areas such as Financial Planning, Capital Improvement Projects (CIP), Contracts and external vendors and consultants for various projects.
  - Oversees master schedule, project plans, timelines, and associated communications documents; clearly and timely communicate project expectations to team members and management.
  - Develops or oversees development and maintenance of projects.
  - Performs other duties as required.

**PROJECT MANAGER OB/GYN**

- **Duties**:
  - Responsible for managing projects within the OB/GYN department and engaging support of University areas.
  - Leads projects within the department and engages support of University areas such as Financial Planning, Capital Improvement Projects (CIP), Contracts and external vendors.
  - Oversees master schedule, project plans, timelines, and associated communications documents; clearly and timely communicate project expectations to team members and management.
  - Develops or oversees development and maintenance of projects.
  - Performs other duties as required.

**PROJECT MANAGER MEDICAL EQUIPMENT**

- **Duties**:
  - Responsible for managing projects within the Medical Equipment department and engaging support of University areas.
  - Leads projects within the department and engages support of University areas such as Financial Planning, Capital Improvement Projects (CIP), Contracts and external vendors.
  - Oversees master schedule, project plans, timelines, and associated communications documents; clearly and timely communicate project expectations to team members and management.
  - Develops or oversees development and maintenance of projects.
  - Performs other duties as required.

**Knowledge, Skills & Abilities**

**Content Knowledge**

- You understand and can discuss terminology, concepts, principles, and issues of quality and performance improvement.

**Co-ordination**

- Coordinates with various departments to ensure universal applications of policy; develops and implements procedures to ensure efficiency.

**Project Success Criteria**

- Define project success criteria and disseminate them to involved parties throughout performing project tasks including basic process analysis.

**Monitoring Resources**

- Monitor resources and scope adherence of major initiatives and escalate any variances to Health System Leadership.

**Solution Development**

- Work with Health System Leadership to develop solutions to any challenges or obstacles.

**Communication**

- Manage project expectations with team members and other stakeholders; delegate tasks and responsibilities to appropriate personnel; identify and resolve issues and conflicts within the project team.

**Analysis & Evaluation**

- Identify and manage project milestones and deliverables; develop and deliver progress reports.

**Report Writing**

- Compose, edit, or delegate responsibilities to create policy, procedure, and form documents based on project outcomes.

**Communication Strategies**

- Develop and maintain business unit website and pages, many of which combine text with sounds, pictures, graphics and video clips according to UT standards.

**Security**

- This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

**Salary**

- Salary Negotiable

**Experience and Education**

- Bachelor’s degree or equivalent in a related field is required.
QUALITY & COMPLIANCE MANAGER

HVL & SOLID ORGAN TRANSPLANT

1. Supervises the development and oversight of a multidisciplinary quality and compliance program for the Transplant Program.

2. Coordinates and implements a quality assurance initiative and monitors the outcome of all initiatives.

3. Provides leadership in the development and implementation of new processes.

4. Responsible for monitoring the Transplant Program's QAPI Program. Works with each Team to design, maintain, monitor, revise and report on the organ specific QAPI Program.

5. Ensures compliance with all regulations, standards, laws, and policies impacting the Transplant Program.

6. Performs all other duties as assigned.

QUALIFICATIONS

Required:

- BS in Nursing or related field.
- 3-5 years of experience in quality or compliance monitoring.
- Certification in Quality Management or related field.
- Strong leadership and communication skills.

Preferred:

- Masters in Nursing or related field.
- Experience in transplant programs.

WORKING CONDITIONS

- Work is performed primarily in a hospital or hospital clinic setting.
- Requires the ability to prioritize and organize work to meet deadlines.
- Requires working outside the standard work day.
- Walking, standing, bending, turning and stooping.

OTHER REQUIREMENTS

- Ability to represent the University in a professional manner at meetings and events outside the standard work day.
- Other duties as assigned.

UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. As an equal opportunity employer, UT Southwestern prohibits unlawful discrimination, including harassment, on the basis of: race; color; religion; national origin; sex; including sexual orientation and gender identity; age; disability; marital status; or any other characteristic protected by law.
Hospital Classified Salary Plan

$4,238.17
$10,712.00
$46.61
PROF
T22
$438.52
E
$63,804.00
E
P1314
$5,317.00
Quality Assurance Jr
$5,722.75
$340.22
$86,488.00
$7,371.50
$332.65
9316
$130,073.00
$50,858.00
Quality Assurance-NE
U1314
$88,458.00
$245.40
9896
$9,501.25

QUALITY ASSURANCE COORDINATOR

WORKS UNDER GENERAL SUPERVISION

Works under general supervision. This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information. Experience and Education

Bachelor’s degree in related field and 3 years’ experience required. Bachelor’s Degree and experience working in healthcare facility preferred. An equivalent combination of education and experience may be considered in lieu of the required degree.

Knowledge, Skills & Abilities

Work requires excellent verbal, written, and interpersonal communication skills. Work requires the ability to read, write, analyze data, and solve problems.

Responsibilities

1. Develops, implements, and monitors quality assurance and quality improvement programs for the Medical Home Health Care.
2. Monitors compliance with both internal standards and regulatory requirements. Develops and implements appropriate plans of action to correct identified deficiencies as needed.
3. Discusses any noted documentation discrepancies with Supervisors and clinical staff as appropriate.
4. Regularly participates in case conference activities and other decision-making settings.
5. Monitors compliance of Home Health Quality Assurance data, information, and referrals.

Security

This position is subject to the UT Southwestern’s policy prohibiting discrimination on the basis of sexual orientation, gender identity, or gender expression.

QUALITY ASSURANCE COORDINATOR

WORKS UNDER GENERAL SUPERVISION

Works under general supervision. This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information. Experience and Education

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5. Monitors compliance of Home Health Quality Assurance data, information, and referrals.

Security

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RADIATION ONCOLOGY AMBULATORY REGISTERED NURSE - PRN

Job Duties

1. Provides nursing care to adult and pediatric populations, with oversight to both inpatient and outpatient clients.
2. Multitasks to deliver excellent patient care while facilitating efficient associated activities with clinical care, including obtaining labs; i) manage inpatient populations transferred to Radiation Oncology for treatments, including obtaining report and conducting care during the transfer; and j) supports
3. Participates in call duties for non-emergent and emergent clinical needs as assigned.
4. Actively engages in teaching, supervising, and evaluation of students in the Radiation Therapy
5. Administers complex radiotherapy treatment and monitors patient separation from complex treatment machine.
6. Provides mentorship of Radiation Therapist I in conventional radiotherapy treatments.
7. Prepares treatment to provide radiotherapy treatments as prescribed by the physicians to adult and pediatric populations.
8. Operates a variety of conventional treatment machines to deliver prescribed treatment dose.
9. Prepares and educates patients for radiotherapy; Administers conventional radiotherapy treatment and monitors patient separation from complex treatment machine.
10. Must have passed the registry exam as a Radiologic Technologist by the American Registry of Radiology Technologists (ARRT).
11. Basic Life Support (BLS) certification, course accredited by the American Heart
12. Associates degree and 2 years of Radiation Therapy experience. Licensure as a Medical Radiologic Technologist by the
13. University Classified Sal Pln
14. Year 10. Maintains quality, productivity and time and attendance standards as defined by manager
15. Attends a minimum of 75% of scheduled modality presentations throughout the
16. Maintains readiness to work outside of normal business location as per the needs of the department to provide coverage in designated clinical locations
17. Communicates timely information to the Ordering Physician's Office pertaining to outpatient scheduling conflicts,
18. Closely with Management, Radiologists, Techs and Nurses to ensure efficient scheduling of all department resources.
19. Reschedules appointments and no shows.5. Provides the Ordering Physician Office with a procedure appointment date/time within 24 hours for STAT requests, escalating to department leadership as appropriate
20. Manages Schedule
21. Participates as needed with any scheduling application upgrades and/or transitions.

KNOWLEDGE, SKILLS, & ABILITIES

Work requires at
22. Experience and Education
23. Bachelor's degree in a healthcare field and no experience or Associate's degree and 2 years of Radiation Therapy experience
24. Texas Medical Board.
25. In application of procedures, practices and policies to work problems, organization, and administration of clinical activities.
26. Ability to ensure adherence to policies and procedures of university such as FLSA, salary guidelines, accounting regulations, and
27. Genetic information; citizenship status; and protected veteran status. In addition, it is UT Southwestern policy to prohibit discrimination on the basis of sexual orientation, gender identity, or gender expression.
28. UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. In accordance with federal and state law, the University prohibits unlawful discrimination, including harassment, on the basis of: race; color; religion; national origin; sex; including sexual harassment; age; disability; genetic information; citizenship status; and protected veteran status. In addition, it is UT Southwestern policy to prohibit discrimination on the basis of sexual orientation, gender identity, or gender expression.
29. University community. In accordance with federal and state law, the University prohibits unlawful discrimination, including harassment, on the basis of: race; color; religion; national origin; sex; including sexual harassment; age; disability; genetic information; citizenship status; and protected veteran status. In addition, it is UT Southwestern policy to prohibit discrimination on the basis of sexual orientation, gender identity, or gender expression.
Radiation Therapist III

Job Code: 3A25

University Classified Salary Plan

Salary: $84,115.00

Responsibilities:
- Performs more complex refrigeration tasks.
- Performs preventative maintenance and reporting of all ice machine(s), environmental rooms, and rooftop A/C DX units.
- Services as a liaison between customer and Facilities

Requirements:
- High school or vocational school and five (5) years skilled or journeyman level experience as a commercial/industrial Refrigeration or air-conditioning mechanic proficient in repairing of ice machine or walking cooler/Freezers/Roof top

University Classified Salary Plan

Salary: $222.05

Responsibilities:
- Performs other duties as assigned.

University Classified Salary Plan

Salary: $65,560.00

Universit y Classified Salary Plan

Salary: $3,332.17

Responsibilities:
- Acts in a leadership capacity in the absence of the foreman.

University Classified Salary Plan

Salary: $20.97

Responsibilities:
- Performs other duties as assigned.

University Classified Salary Plan

Salary: $3,987.50

Responsibilities:
- Performs other duties as assigned.

University Classified Salary Plan

Salary: $277.09

Responsibilities:
- Performs other duties as assigned.

University Classified Salary Plan

Salary: $208.99

Responsibilities:
- Performs other duties as assigned.

University Classified Salary Plan

Salary: $47,850.00

Responsibilities:
- Performs other duties as assigned.

University Classified Salary Plan

Salary: $4,970.92

Responsibilities:
- Performs other duties as assigned.

University Classified Salary Plan

Salary: $3,332.17

Responsibilities:
- Performs other duties as assigned.

University Classified Salary Plan

Salary: $140.20

Responsibilities:
- Performs other duties as assigned.

University Classified Salary Plan

Salary: $116,211.00

Responsibilities:
- Performs other duties as assigned.

University Classified Salary Plan

Salary: $127.82

Responsibilities:
- Performs other duties as assigned.

University Classified Salary Plan

Salary: $7,147.00

Responsibilities:
- Performs other duties as assigned.

University Classified Salary Plan

Salary: $4,970.92

Responsibilities:
- Performs other duties as assigned.

University Classified Salary Plan

Salary: $6,147.00

Responsibilities:
- Performs other duties as assigned.

University Classified Salary Plan

Salary: $5,147.00

Responsibilities:
- Performs other duties as assigned.

University Classified Salary Plan

Salary: $4,970.92

Responsibilities:
- Performs other duties as assigned.

University Classified Salary Plan

Salary: $2,769.42

Responsibilities:
- Performs other duties as assigned.

University Classified Salary Plan

Salary: $3,987.50

Responsibilities:
- Performs other duties as assigned.

University Classified Salary Plan

Salary: $47,850.00

Responsibilities:
- Performs other duties as assigned.

University Classified Salary Plan

Salary: $208.99

Responsibilities:
- Performs other duties as assigned.

University Classified Salary Plan

Salary: $277.09

Responsibilities:
- Performs other duties as assigned.

University Classified Salary Plan

Salary: $20.97

Responsibilities:
- Performs other duties as assigned.

University Classified Salary Plan

Salary: $116,211.00

Responsibilities:
- Performs other duties as assigned.
The University prohibits unlawful discrimination, including harassment, on the basis of: race; color; religion; national origin; sex; including sexual harassment; age; disability; genetic information; citizenship status; and protected veteran status. In addition, it is UT Southwestern policy to prohibit discrimination on the basis of sexual orientation, gender identity, or gender expression.

This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.
REGISTERED NURSE FLOAT LEVEL 5

- Practices and policies to work problems, organization, and administration of hospital activities. Work requires ability to maintain current customer service, nursing, and technical skills by attending training programs and seminars to.
- Updates white boards accordingly and sets daily goals with patient input. Explains special diets, tests, procedures and medications in easily understood and appropriate language. Makes hourly rounds on patients and.
- Guide decisions regarding unit / department budget formulation and implementation. Performs Peer Evaluation to provide constructive feedback to peers regarding performance. Holds co-workers accountable for their behavior and.
- Adheres to appropriate hospital and/or Department of Nursing policies, procedures, clinical pathways and nationally accepted standards of nursing practice.
- Approved nursing program and one year experience is required. BSN preferred. **Current Texas (or BNE Compact State) license, and current Basic Life Support (BLS) certification, course accredited by the American Heart Association.
- In addition, it is UT Southwestern policy to prohibit discrimination on the basis of sexual orientation, gender identity, or gender expression.
- Demonstrates effective communication based on individual patient needs and learning preferences. Welcomes and orients patient, family, significant other and/or caregiver to the unit. Encourages patient/family (children, adolescents, adults and elder adults). Actively anticipates patient's and/or patient's family needs and expectations and utilizes these in conjunction with the assessment to develop an appropriate plan of care for the patient.
- Experience/certification requirements as dictated by unit or standard of care.
- Performs and accurately documents physical, psychosocial, and emotional assessments. All assessments take into consideration age specific criteria.
- Anticipates patient's and/or patient's family needs and expectations and utilizes these in conjunction with assessment to develop appropriate plan of care for patient. Utilizes critical thinking skills in.
- Functions: (a) Directly interacting with or caring for patients; (b) Directly interacting with or caring for human-subjects research participants; (c) Regularly maintaining, modifying, releasing or similarly affecting patient records (including
- round on surgical service with medical team and participate in patient care planning and education. Reviews patient chart noting allergies, pertinent medical history, and abnormal physical findings. Performs patient discharge in with.
- SecurityThis position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information
- Salary
- Negotiable Experience and Education
- Current licensure
- Completion of a registered nurse first assistant educational program and/or CNOR Certification - Certified Nurse Operative Room, Basic Life Support Certification (BLS) and Advanced Cardiac
- SecurityThis position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information
- Salary
- Negotiable Experience and Education
- Graduate of NLN
Certifications
- Certified Nurse Midwife (CNM) or Certified Nurse Practitioner (NP) as applicable in specialty area
- American Heart Association (AHA) or American Red Cross (ARC) certification in current unit requirements
- Current Texas (or BNE Compact State) license

Knowledge, Skills, and Abilities
- Ability to communicate effectively with patients, families, doctors, and other healthcare professionals
- Ability to work in a team environment
- Ability to maintain confidentiality
- Ability to prioritize tasks and manage time effectively
- Ability to use critical thinking skills in planning and prioritizing nursing care

Application Instructions
- Applications must be submitted through the UT Southwestern Medical Center's online job application system
- For priority consideration, applications must be submitted by the closing date
- Offers of employment are contingent upon successful completion of a pre-employment physical examination and drug screen

Equal Employment Opportunity
As an equal opportunity employer, UT Southwestern prohibits unlawful discrimination, including harassment, on the basis of race; color; religion; national origin; sex; including sexual harassment; age; disability; genetic information; or any other characteristic protected by applicable federal, state, and local law. UT Southwestern is committed to creating an inclusive and diverse environment that provides equal opportunity to all members of the University community.
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<th>Salary</th>
<th>Rate</th>
<th>Base Pay</th>
<th>Bonus</th>
<th>Commission</th>
<th>Overtime</th>
<th>Total</th>
<th>Position</th>
<th>Industry</th>
<th>Skills &amp; Abilities</th>
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<td>$460.43</td>
<td>$342.45</td>
<td>$4,863.58</td>
<td>$96,955.00</td>
<td>Regulatory Compliance Jr</td>
<td>Healthcare</td>
<td>Proficiency in healthcare documentation, strong interpersonal skills, and attention to detail.</td>
</tr>
<tr>
<td>$54,749.00</td>
<td>$130,073.00</td>
<td>$95,576.00</td>
<td>$46.61</td>
<td>$35.11</td>
<td>$73,028.00</td>
<td>$30.67</td>
<td>$6,085.67</td>
<td>Healthcare</td>
<td>Experience in a medical setting, strong interpersonal skills, and attention to detail.</td>
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<tr>
<td>$342.45</td>
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<td>Vascular Technologist (RVT), and Basic Life Support (BLS) certification, course accredited by the American Heart Association (AHA) or American Red Cross (ARC) by first day of employment is required.</td>
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<td>Two years' experience preferred but not required.</td>
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<td>*Other Duties: Performs other duties as assigned.</td>
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<td></td>
<td></td>
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<td>Knowledge, Skills &amp; Abilities: Work requires ability to exercise modality expertise in applications, procedures, protocols, and training. Work requires ability to recognize artifacts/unusual or special problems unrelated to normal scanning routines. Work includes regular attendance at seminars, and technical meetings. 6. Arranges for maintenance and repair of equipment following maintenance contract to eliminate or decrease down time of equipment. **Other Duties: Performs other duties as assigned.</td>
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This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information. Salary Negotiable

Summary

Works under moderate supervision and tardiness guidelines. Wears employee ID and follows dress code policy. As appropriate, may assume supervisory responsibilities in the absence of the designated supervisor. Participates in all regulatory compliance activities.

Patient Interaction

Verifies the patient's identification using two identifier as outlined in the hospital policies. Communicates with patients clearly and in a professional manner. Ensures proper patient preparation, verifies screening protocols, and answers questions. Evaluates patient's history and provides equal opportunity to all members of the University community. In accordance with federal and state law, the University prohibits unlawful discrimination, including harassment, on the basis of: race; color; religion; national origin; sex; including sexual harassment; age; disability; genetic information; citizenship status; and protected veteran status. In addition, it is UT Southwestern policy to prohibit discrimination on the basis of sexual orientation, gender identity, or gender expression.

Communication

Communicates problems on shift with equipment or pending exams with appropriate staff. Engages in equitable distribution of departmental workloads. Participates in a learning experience with new employees, students, residents, collection for quality assurance and research programs. Maintains work area in a clean and orderly condition and ensures that it is properly supplied for procedures. Demonstrates conscious effort to be good stewards of hospital resources. Assesses patient and family's knowledge deficit regarding Cardiopulmonary anatomy and physiology, therapeutic procedures, and treatments.\n
Association (AHA) or American Red Cross (ARC).Current Neonatal Resuscitation Program (NRP) certification, course accredited by American Academy of Pediatrics (AAP) if required to work in Neonatal Intensive Care Unit.
Regulatory Compliance Jr

**Job Duties:**
Collaborates closely with the IRB and other regulatory entities at the institution to provide optimal protocol review services for investigators. Directs, reviews, and advises investigators for the development, implementation, and monitoring of protocols and other research activities. Performs other duties as assigned.

**Requirements:**
- Bachelor's degree in any field.
- Two (2) years of experience in research, regulatory compliance, or related field.

**Salary:**
Salary Negotiable

**Experience and Education:**
Bachelor's degree

**Other Duties:**
- Performs other duties as assigned.

**UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. In accordance with federal and state law, the University prohibits unlawful discrimination, including harassment, on the basis of: race; color; religion; national origin; sex; including sexual harassment; age; disability; genetic information; citizenship status; and protected veteran status.**
REMOTE COMMUNITY HEALTH SUPPORT SPECIALIST

REIMBURSEMENT SPECIALIST SR

Members and community partners. Work requires ability to lift and carry RPM boxed kits, and individual components. Work requires interpretation of policy and application of procedures or practices to work problems. Working demonstration judgement, professionalism, and diplomacy. Work requires personal contact with program members and staff to provide technical support of RPM equipment and software and resolve routine problems related to online monitoring. Work requires telephone skills when in contact with members, ordering providers, and vendors. Work requires ability to sit for long periods of time and lift, push, and/or pull up to 50 lbs. Work requires ability to read, write, and supervise training and provide guidance on a daily basis. Top candidates will have the following traits: Excellent customer service and effective communication and follow-up skills (written and verbal). Strong organizational skills with a high level of accuracy and attention to detail. Solid information. Answers questions as needed from the vendor’s ROI team. Serves as a resource for ROI processes and departmental contacts. Assists with development of a proactive comprehensive approach to handle release of information regulatory, health care, patient, disability and worker’s compensation requests as well as be familiar with but not limited to imaging, research, genetic, psychiatric/SUD, cancer, radiation oncology, and IRB release of information behalf. The liaison will partner with the vendor and UTSW to develop and maintain a proactive comprehensive approach to handling release of information requests consistently, accurately, and timely across the enterprise, including. In accordance with federal and state law, the University prohibits unlawful discrimination, including harassment, on the basis of: race; color; religion; national origin; sex; including sexual harassment; age; disability; genetic information; citizenship security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information. UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. In accordance with federal and state law, the University prohibits unlawful discrimination, including harassment, on the basis of: race; color; religion; national origin; sex; including sexual harassment; age; disability; genetic information; citizenship.
Technicians and/or Research Assistants of lower grade, making work assignments, advising on work procedures and reviewing work in process and upon completion. Performs other duties as assigned. **Other Duties: Performs other duties as assigned.**

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KNOWLEDGE, SKILLS & ABILITIES

- Experience with HPLC techniques, including instrumentation and method development
- Familiarity with mass spectrometry
- Excellent knowledge of technical and scientific writing
- Strong interpersonal skills
- Effective communication skills
- Ability to work independently and as part of a team
- Ability to prioritize and manage multiple tasks
- Ability to troubleshoot and solve complex problems
- Knowledge of laboratory safety protocols
- Ability to maintain accurate records

QUALIFICATIONS

- Bachelor's degree in a related field
- At least 2 years of related experience
- Proficiency in Microsoft Office

WORK ENVIRONMENT

- Work is performed in a general office setting
- Requires sitting for long periods of time
- May involve standing, kneeling, or bending
- May involve lifting objects up to 25 pounds

UT Southwestern Medical Center is an equal opportunity employer, and as such, it is committed to the principles of equal employment opportunity.
The candidate must hold a Bachelor's degree in Medical Staff Credentialing (or equivalent experience and education).

- **Duties & Responsibilities:**
  - Generate reports for the University Hospitals in order for UTSW Research Staff to perform research work at those locations.
  - Serve as a representative for University Hospitals at the meetings related to campus research activities.
  - Works closely with Parkland and other affiliated institutions.

- **Minimum Requirements:**
  - A High School Diploma or equivalent required.
  - Five (5) years of experience in the field of medical staff credentialing, working in a medical education program environment.
  - Three (3) years of experience or equivalent knowledge in the field of medical staff credentialing, working in a medical education program environment.

- **Working Conditions:**
  - Work is performed primarily in office area.

- **Salary:**
  - Salary Negotiable

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The candidate must hold a Master's degree in Medical Staff Credentialing (or equivalent experience and education).

- **Duties & Responsibilities:**
  - Work with the clinical research team, and the routine clinical providers.
  - Work with the Clinical Trial Coverage Analyses team and Epic research team to insure the creation of the study grid, study/billing calendar, and clinical research order sets where appropriate.
  - Document research-related care and procedures have adhered to the research protocol.
  - Serve as a conduit between the Clinical Research Compliance Office at CUH and the clinical research team.
  - May assist in the design and development of the study grid.

- **Minimum Requirements:**
  - A Master's degree in Medical Staff Credentialing (or equivalent experience and education).

- **Working Conditions:**
  - Work is performed primarily in office area.

- **Salary:**
  - Salary Negotiable

---

The candidate must hold a Bachelor's degree in Medical Staff Credentialing (or equivalent experience and education).

- **Duties & Responsibilities:**
  - Work with the Clinical Research Compliance Office at CUH to obtain appropriate permission.
  - Document research-related care and procedures have adhered to the research protocol.
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  - May assist in the design and development of the study grid.

- **Minimum Requirements:**
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  - May assist in the design and development of the study grid.

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  - A Bachelor's degree in Medical Staff Credentialing (or equivalent experience and education).

- **Working Conditions:**
  - Work is performed primarily in office area.

- **Salary:**
  - Salary Negotiable
Ability to plan and organize work in logical and efficient manner.

Working Conditions
Work is performed mostly primarily in clinical environment. The incumbent may be exposed to body fluids and infectious diseases.

Duties performed may include one or more of the following core functions: a) Directly interacting with or caring for patients; b) Certifying that consent is received and that the patient is eligible, screens patients, tracks patients' data and explains the study purpose and content of each study.

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The position is in the Department of Internal Medicine by developing and enhancing shared facilities and programs; develops and implements procedures to optimize operations and resource utilization; tracks, evaluates, and reports progress of shared

Supports research in the University Classified Sal Pln

Nursing: Performs nursing care, nursing assessment, and data collection for clinical research studies. May provide working direction for research activities to nursing staff and/or other non-licensed medical or office

Security

The position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information

Salary

Salary Negotiable

Summary

Works under moderate supervision

Advanced degree is preferred but not required. Four years clinical nursing experience required, out of which, one year experience in research nursing is required. May substitute relevant clinical research experience for clinical nursing

PC expertise including word processing, spreadsheet, presentation and database software. Prior experience related to research administration is strongly preferred. Masters degree preferred.

Job Duties

Supports research in a basic science department by developing and enhancing shared facilities and programs; develops and implements procedures to optimize operations and resource utilization; tracks, evaluates, and reports progress of shared

**Other Duties:** Performs other duties as assigned. UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community.

Data and regulatory management:

Trains other research nurses in specialized skills and knowledge necessary to perform variety of basic and complex research data collection and nursing care; may provide in-service training. Supervises, trains, and monitors research staff in the

Obtains informed consent and follows the proper consenting process for patients and/or family members. Monitors and evaluates patients involved in studies. Ensures that the study is conducted according to the approved protocol and

Qualifications:

An advanced degree in a related field is preferred but not required. Three years of relevant experience in research administration is preferred. Prior experience in third-party payer research, grant writing, or related financial

PC expertise including word processing, spreadsheet, presentation and database software. May develop or assist in developing procedures associated with research administration and data management. Ability to maintain

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REVENUE CYCLE INTELLIGENCE ANALYST SR

SQL, R, Power BI, Tableau, or SSRS. Position requires equivalent of 3 years' experience supporting analytics efforts for performance improvement projects or Certification in LEAN/Six Sigma Green Belt or Certification as a Project

Knowledge, Skills, & Abilities:
- Complete monthly QA checks utilizing EPIC User Productivity reports and provide results to manager. Ensure staff is prepared to conduct
- Follow data management standards to ensure analytics and reporting meet various revenue cycle initiatives needs while ensuring accuracy and quality of data.
- Serve
- and two years of experience in revenue cycle or revenue cycle analytics in either an ambulatory or hospital setting. Experience with enterprise data base systems such as SQL server, Microsoft Access, or Excel. Previous experience in
- Security
- discharge planning gaps.
- Performed
- and Medicare LCD/NCDs.
- Work requires computer skills; MS Office including, Word, PowerPoint, Excel and Outlook; Windows Operating System and Internet. Work requires the ability to perform consistent audits of all hospital
- and Medicare LCD/NCDs.
- Work requires knowledge of HIPAA and patient confidentiality regulations.
- Work requires strong verbal and written communication skills.
- Work requires attention
- Security
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- and Retirement
- General good health and stress coping ability. Full mobility and ability to participate in vigorous activity. Ability to speak and hear, to allow discussions with physicians, patients and other members of the healthcare
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REVENUE INTEGRITY EDUCATOR III
Jobs
Department: Billing/Revenue Training
Job Code: 6100
Location: Universty Classified Sal Plan

Job Summary:
The Revenue Integrity Educator III is responsible for ensuring the accuracy of data within the RLDatix event tracking system and proactively identifying areas with risk of institutional property loss. This position will support Billing Compliance risk-based audits and resulting education, charge review, and follow-up EPIC work queue assignments. The Revenue Integrity Educator III will conduct new provider training sessions and assist Sr. Professional Billing Integrity Educator or Supervisor with the development and deployment of action plans required. Additionally, this role may assist in the research, design, and development of training curriculum for a broad-based targeted employee population.

Position Responsibilities:
1. Ensure accuracy of data within RLDatix event tracking system.
2. Proactively identify areas with risk of institutional property loss.
4. Conduct new provider training sessions.
5. Assist Sr. Professional Billing Integrity Educator or Supervisor with development and deployment of action plans.
6. Assist in the research, design, and development of training curriculum for a broad-based targeted employee population.

Knowledge, Skills, & Abilities:
- Strong written and verbal communication skills.
- Ability to develop and present group presentations.
- Ability to operate multimedia equipment and software.
- Ability to analyze provider charges and identify patterns.
- Ability to make decisions and exhibit sound and accurate judgment.
- Strong leadership skills.
- Ability to provide direct supervision of training department employees.
- Experience in teaching and presenting material to diverse audiences.
- Experience in developing and delivering training programs and classroom instruction.
- Experience in computer software and word processing.

Education & Experience:
Bachelor's degree in business administration, education, computer science, or related field; two years of relevant experience may substitute for education on a year for year basis.

Texas Health Resources is an equal opportunity employer and examiner that does not discriminate on the basis of race, color, national origin, sex, age, religion, sexual orientation, gender identity, gender expression, creed, disability, genetic information, citizenship status, or veteran status. In addition, it is the policy of Texas Health Resources to provide equal employment opportunities to all qualified applicants without regard to race, color, national origin, sex, age, religion, sexual orientation, gender identity, gender expression, creed, disability, genetic information, citizenship status, or veteran status. All applicants are encouraged to apply. In compliance with the Americans with Disabilities Act, Texas Health Resources may request reasonable accommodations. Reasonable accommodations will be provided to applicants and employees with disabilities in accordance with applicable law. This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

Salary
Salary Negotiable

Experience & Education
Bachelor’s degree in business administration, education, computer science, or related field; two years of relevant experience may substitute for education on a year for year basis.

Security
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<table>
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<th>Position</th>
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<th>Specialty/Training</th>
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<tr>
<td>RN Supervisor</td>
<td>$5,317.00</td>
<td>U5349</td>
<td>NURS</td>
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**Other Duties:** Performs other duties as assigned.

**Position Summary:**
- Provides supervision of and direction to unlicensed support personnel and nurses new to the environment.
- Delegates duties appropriately and within legal parameters.
- Participates in performance improvement activities as directed.
- Attends at least 80% of scheduled staff meetings and 100% of mandatory educational sessions.
- Solves problems related to operational and personal work with support and leadership.
- Will return; patient infrequently needs to use call light.
- Assumes accountability for all actions in the workplace. Reports errors promptly and takes appropriate follow-up action to rectify the error.
- Effective patient/family advocate.
- Patient/family verbalizes comfort with after discharge care. Demonstrates effective communication with children, adolescents, adults and older adults.
- Welcomes and orients patient/family to the unit. Encourages patient/family participation in care planning and treatments.
- Provides nursing care in a safe, efficient, evidence based manner. Provides instruction, guidance and support to the patient/family. Ensures that the patient/family understands all aspects of care being provided.
- Conducts comprehensive psychosocial, and emotional assessments. All assessments take into consideration age specific criteria (children, adolescents, adults and older adults).
- Actively anticipates patient's and/or patient's family needs and expectations and coordinates the plan of care to meet their needs.
- Collaborates with staff to prevent escalation of behavioral concerns, including thorough rounding and intervention.
- Collaborates with multidisciplinary team, patient, and family to optimize patient/family outcomes and utilizes appropriate resources. Coordinates all aspects of the patient/family plan of care.
- Demonstrates flexibility and willingness to provide coverage during off shifts when staffing crisis/shortage occurs. Serve as service line and team leader for behavior health stakeholders.
- Demonstrates knowledge and understanding of regulations, policies, and procedures for specific patient population concerns. Provides support and resources to staff post event, including debriefing with staff and patient/visitors involved in behavioral events, in collaboration with unit leadership.
- Attends scheduled unit specific needs assessments and completes preceptor training, resident assignment, and preceptor competencies for specific unit.
- Assists unit leadership in initial and annual competencies for new and current clinical staff.
- Performs annual unit-specific needs assessment and completes preceptor training, resident assignment, and preceptor competencies for specific unit.
- Provides knowledge and expertise in evidence based practice with regard to psychological and behavioral health care.
- Educates patient/family on behavioral, mental, and emotional health care.
- Actively promotes and participates in performance improvement activities.
- Acts as a resource to staff and patients/families.
- Provides service to the patient/family in support of an effective and efficient patient/family experience.
- Maintains knowledge and expertise through CEU programs, personal study, clinic updates, and standards. Maintains clinical skills for patient population. Develops educational materials based on ADA/AADE guidelines.
- Acts as a resource to patients/families through the patient access system and contact with the patient support team.
- Demonstrates knowledge of evidence based clinical practice and performs consistent review of literature and research. Identifies evidence and trends and incorporates findings into clinical practice.
- Demonstrates knowledge of regulatory requirements, policies, and procedures for specific patient population concerns.
- Actively participates in patient/family care activities, including care conferences.
- Collaborates with multidisciplinary team, patient, and family to optimize patient/family outcomes and utilizes appropriate resources.
- Demonstrates knowledge and understanding of regulations, policies, and procedures for specific patient population concerns. Provides support and resources to staff post event, including debriefing with staff and patient/visitors involved in behavioral events, in collaboration with unit leadership.
- Assists unit leadership in initial and annual competencies for new and current clinical staff.
- Provides knowledge and expertise in evidence based practice with regard to psychological and behavioral health care.
- Educates patient/family on behavioral, mental, and emotional health care.
- Actively promotes and participates in performance improvement activities.
- Acts as a resource to staff and patients/families.
- Provides service to the patient/family in support of an effective and efficient patient/family experience.
- Maintains knowledge and expertise through CEU programs, personal study, clinic updates, and standards. Maintains clinical skills for patient population. Develops educational materials based on ADA/AADE guidelines.
- Acts as a resource to patients/families through the patient access system and contact with the patient support team.
- Demonstrates knowledge of evidence based clinical practice and performs consistent review of literature and research. Identifies evidence and trends and incorporates findings into clinical practice.
- Demonstrates knowledge of regulatory requirements, policies, and procedures for specific patient population concerns.
- Actively participates in patient/family care activities, including care conferences.
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- Educates patient/family on behavioral, mental, and emotional health care.
- Actively promotes and participates in performance improvement activities.
- Acts as a resource to staff and patients/families. **Other Duties:** Performs other duties as assigned.
This page contains job listings for various positions at UT Southwestern.

The positions include:

1. Specialized Nurse-Angio
2. Specialized Nurse-Triage
3. RN FIRST ASSIST PART TIME NON EX
4. Hospital Classified Salary Plan

Each position has specific requirements and responsibilities, such as experience, education, and professional certifications. For detailed information, please refer to the job descriptions or contact UT Southwestern directly.

Security
This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.
<table>
<thead>
<tr>
<th>Position</th>
<th>Rate (weekly)</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS (Hospital Classified Salary Plan)</td>
<td>$96,955.00</td>
</tr>
<tr>
<td>P6026 (University Classified Salary Plan)</td>
<td>$9,900.25</td>
</tr>
<tr>
<td>NURS (Specialized Nurse - Endoscopy)</td>
<td>$222.81</td>
</tr>
<tr>
<td>NURS (Security)</td>
<td>$27.85</td>
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<tr>
<td>NURS (Improvement)</td>
<td>$90,746.00</td>
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<tr>
<td>NURS (Evaluates and Assists)</td>
<td>$118,803.00</td>
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<tr>
<td>UNIV (Security)</td>
<td>$8,079.58</td>
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<td>P6026 (Security)</td>
<td>$349.02</td>
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<tr>
<td>P6026 (University)</td>
<td>$7,562.17</td>
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</table>

**Security**

- This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

**Salary**

- Negotiable

**Summary**

- Experience and accordance with federal and state law, the University prohibits unlawful discrimination, including harassment, on the basis of: race; color; religion; national origin; sex; including sexual harassment; age; disability; genetic information; or any other legally protected status.

**Job Duties**

- Evaluates financial reimbursement for proposed hospitalization and intervention and obtains pre-certification for intervention.
- Assists in determining resources required to provide appropriate and indicated level of care.
- Participates in multidisciplinary quality and practice improvement teams.
- Shares evaluation to provide constructive feedback to peers regarding performance.
- Holds co-workers accountable for their behavior and compliance with policies and standards.
- Actively intervenes when patient safety is at risk.
- Performance-Based.
- Provides appropriate and timely answers and/or education to patients, patient's families, significant others and/or caregivers.
- Completes accurate and timely documentation of all education provided including discharge plan of care.
- Assesses competence, obtains feedback/evaluation of understanding from patient, family, significant others and/or caregivers.
- Demonstrates effective communication based on individual patient needs and learning preferences.
- Promptly identifies changes in condition as evidenced by nursing assessment, labs, x-rays, etc.
- Reports changes, takes follow-up action as appropriate.
- Actively involves patient in plan of care and keeps patient, family and/or care-giver informed.
- Evaluates implemented interventions and modifies care according to the evaluation.
- Participates in multidisciplinary quality and practice improvement teams.
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Specialized Nurse-RN Coord Mid

$72,900.00

$9,323.42

$411.28

NURS

$57,108.00

$8,079.58

$430.31

$8,911.08

HH382

$36.10

$46.61

$40.97

HOSP

Specialized Nurse-Transplant

RN TRANSITION

RN MANAGER - HOME HEALTH

up action to rectify errors. Provides supervision of, and direction to, unlicensed support personnel and nurses new to unit. Delegates duties appropriately and within legal parameters. Responds to patient’s and/or family’s complaints in

based upon assessment. Identifies changes in condition as evidenced by assessment, labs, x-rays, etc. Reports changes and takes follow-up action as appropriate. Evaluates implemented interventions and modifies care according to

in medical field required. Bachelor’s degree in Nursing preferred. 3-4 years of medical surgery or intensive care unit experience preferred. Current Texas RN (or BNE Compact State) license required. Advanced CardiacLife Support (ACLS)

at least 80% of scheduled staff meetings and 100% of mandatory educational sessions. Performs other duties as assigned. **Other Duties: Performs other duties as assigned. UT Southwestern Medical Center is committed to an

others. Assesses reasons for unplanned hospital readmissions on a case-by-case basis. Maintains contact with and serves as a liaison to patient in the early post-discharge period before initial post-discharge clinic visit. Assists unit

literature and research. Develops & maintains clinical expertise in the care of the advanced heart failure patient population. Attends Clinical Practice Council meetings as needed. Promotes the development of staff registered nurses

specialty certification, course accredited by the American Heart Association (AHA) or American Red Cross (ARC).** Speciality certification preferred. Must be able to read, write and communicate in English. Job Duties

obtains baseline information

Security

This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information

Salary

Salary Negotiable

Experience and Education

Graduate of an

other services as needed to promote highest quality of care. Serves as departmental liaison for all related program-related matters. Develops new program strategic plans, sets and continually manages program expectations from senior

Duties

Provides leadership and vision for the Stroke Program in terms of operations, services & patient care, consistent with best practices & evidence based care. Serves as an active member of University Hospitals Core Stroke Team

Cross (ARC). Minimum of Three (3) years clinical practice required. Speciality areas may have increased experience requirements as dictated by unity or standard of care. Must be able to read, write and communicate in English. Job

As an equal opportunity employer, UT Southwestern prohibits unlawful discrimination, including discrimination on the basis of race, color, religion, national origin, sex, including sexual harassment; age; disability, genetic

prohibits unlawful discrimination, including harassment, on the basis of: race; color; religion; national origin; sex; including sexual harassment; age; disability; genetic information; citizenship status; and protected veteran status. In

involvement in routine & special patient care conferences. Promotes and enthusiastically supports professional growth of staff by providing equal opportunities for participation in unit based activities, patient care/unit decisions, hospital committees,

University prohibits unlawful discrimination, including harassment, on the basis of: race; color; religion; national origin; sex; including sexual harassment; age; disability; genetic information; citizenship status; and protected veteran

educational and working environment that provides equal opportunity to all members of the University community. In accordance with federal and state law, University prohibits unlawful discrimination, including discrimination on the basis of race, color, religion,

Security

This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

Salary

Salary Negotiable

Experience and Education

Bachelor's degree

in nursing and at least one year of project management preferred. Strong experience and mastery of MS Office preferred. Job Duties

May perform some or all of the following under the general direction of

Education Code 51.215. UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. In accordance with federal and state law,

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Experience and Education

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Salary

Salary Negotiable

Experience and Education

Bachelor's degree

in nursing and at least one year of project management preferred. Strong experience and mastery of MS Office preferred. Job Duties

May perform some or all of the following under the general direction of

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## University Classified Sal Pln

<table>
<thead>
<tr>
<th>Code</th>
<th>Grade</th>
<th>Title</th>
<th>Experience</th>
<th>Education</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>21</td>
<td>3A26</td>
<td>SAFETY SPECIALIST</td>
<td>Bachelor's degree in safety related field and four (4) years directly related safety experience including two (2) years supervisory experience. Professional certification</td>
<td>Stays abreast of environmental, health, and safety regulations, summarizes information, and implements necessary changes. May supervise staff and manage Human Resources activities including recruiting and training programs and materials related to safety, provide safety training, and coordinate training provided by others.</td>
<td>$88,458.00</td>
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<tr>
<td>18</td>
<td>1814</td>
<td>SAFETY SPECIALIST</td>
<td>Bachelor's degree in safety related field and four (4) years directly related safety experience including two (2) years supervisory experience. Professional certification</td>
<td>Investigates accidents and recommends corrective actions. Provide assistance and training for lower level employees.</td>
<td>$7,371.50</td>
</tr>
</tbody>
</table>

## Hospital Classified Salary Pln

<table>
<thead>
<tr>
<th>Code</th>
<th>Grade</th>
<th>Title</th>
<th>Experience</th>
<th>Education</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>28</td>
<td>P28</td>
<td>PROFESSIONAL</td>
<td>Bachelor's degree in nursing and two (2) years directly related nursing experience</td>
<td>Bachelor's degree in nursing and two (2) years directly related nursing experience.</td>
<td>$312.64</td>
</tr>
</tbody>
</table>

## Job Description

**Occupational Safety, Biosafety, Chemical Safety, or Environmental Compliance.** Please review specifics of the job as noted below in the "comments" section to identify for which safety program this posting is recruiting.

- **Identifies potential safety concerns and recommends appropriate corrective action.**
- **Proactively assists in the prevention of injuries by performing safety audits and evaluations.**
- **Consults with departmental personnel and management to develop and implement appropriate safety procedures.**
- **Provides assistance and training for lower-level employees.**
- **Investigates accidents and provides recommendations for corrective action.**
- **Works with management to develop and implement safety training programs.**
- **Conducts accident investigations to determine the cause and recommend corrective action.**
- **Participates in injury reporting, recording, and analysis.**
- **Provides assistance and training for lower-level employees.**
- **Investigates accidents and provides recommendations for corrective action.**
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- **Provides assistance and training for lower-level employees.**
- **Investigates accidents and provides recommendations for corrective action.**
- **Participates in injury reporting, recording, and analysis.**
- **Provides assistance and training for lower-level employees.**

**Knowledge, Skills & Abilities**

- **Ability to work with windows-based computer systems and necessary software applications.**
- **Working conditions involve more than moderate exposure to environmental conditions.**
- **Experience and Education**
  - Bachelor's degree in safety related field and four (4) years directly related safety experience including two (2) years supervisory experience. Professional certification.

---

**UT Southwestern Medical Center**

This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

**Salary**

Salary Negotiable

**Summary**

The RN Wound Care Program...
**SCIENTIFIC PROGRAMMER III**

- **Designs and develops user interfaces to scientific software packages.**
- **Integrates scientific software packages with database solutions.**
- **Designs and develops web- and app-based user interfaces to scientific software packages.**
- **Develops computer code for scientific software packages.**
- **Transcribes and maintains confidentiality of vital patient information.**

**Summary**

Works under general supervision to create and develop scientific software applications and user interfaces. Designs, develops, and integrates software components according to user specifications and security requirements. Transcribes and maintains patient information confidentiality.

**Other Duties:**
- Performs other duties as assigned.

**UT Southwestern Medical Center**

Committed to an educational and working environment that provides equal opportunity to all members of the University community. In accordance with federal and state law, the University prohibits unlawful discrimination, including harassment, on the basis of: race; color; religion; national origin; sex; age; sexual orientation; gender identity; and gender expression.

**Experience and Education**

- M.S. in Computer Science, Electrical Engineering, or related field OR B.S. with demonstrated experience in software development projects. Some post-graduation experience in software development.
- 1-2 years related capacity management or scheduling analytics experience. Certification in Epic Cadence required. Master's degree in a related field or experience in a healthcare software design preferred. 2 years of college courses with seven months of experience and CAT degree.
- Four years related capacity management or scheduling analytics experience. Certification in Epic Cadence required. Master's degree in a related field or experience in a healthcare software design preferred. 2 years of college courses with seven months of experience and CAT degree.

**Security**

This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.
Senior Manager, Campus Activities

**Position Summary:**
Senior Manager in the Student Center, part of the Office of Student Life. Responsibilities include liaising with other departments to gather requirements for the Student Center operations, along with planning and executing facility maintenance and improvements. Also involved in the planning and execution of events, as well as other duties as assigned. This position is security-sensitive and subject to Texas Education Code 51.215.

**Knowledge, Skills, & Abilities:**
- Attention to detail
- Multi-tasking and prioritization
- High ethical standards
- Professional communication
- Emotional intelligence

**Experience & Education:**
- Bachelor's degree with some coursework in field of assignment
- Experience in project management/construction

**Responsibilities:**
- Liaises with Academic Affairs to gather required project management expertise in management of one or more assigned projects.
- Coordinates with Campus Solutions Team for student data.
- Performs AV/Media support for internal support of programs including special events.
- Oversees planning and execution of facility maintenance and improvements.
- Performs other duties as assigned.

---

**Medical Research Assistant**

**Position Summary:**
Medical Research Assistant for the Department of Neurobiology and Neurological Sciences. Responsibilities include coordinating with vendors to procure materials, performance of research-related tasks, and developing system documentation. This position is security-sensitive and subject to Texas Education Code 51.215.

**Knowledge, Skills, & Abilities:**
- Attention to detail
- Effective communication
- Research protocol

**Experience & Education:**
- Bachelor's degree with major coursework in field of assignment
- Experience in a medical research environment

**Responsibilities:**
- Performs research-related tasks, including those that may require technical knowledge.
- Coordinating with vendors to procure materials.
- Develops documentation relative to assigned projects and tasks.
- Performs other duties as assigned.

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**Security Officer**

**Position Summary:**
Security Officer for the Department of Security and Emergency Management. Responsibilities include ensuring safety and security, working with campus resources, and coordinating with law enforcement. This position is security-sensitive and subject to Texas Education Code 51.215.

**Knowledge, Skills, & Abilities:**
- Security protocol
- Communication
- Critical thinking

**Experience & Education:**
- High School degree

**Responsibilities:**
- Ensures safety and security for the campus community.
- Coordinates and works with campus resources.
- Handles customer issues and complaints in a timely manner.
- Performs other duties as assigned.

---

**Clinical Research Coordinator**

**Position Summary:**
Clinical Research Coordinator for the Department of Biostatistics and Clinical Research. Responsibilities include coordinating research projects, working with principal investigators, and ensuring regulatory compliance. This position is security-sensitive and subject to Texas Education Code 51.215.

**Knowledge, Skills, & Abilities:**
- Attention to detail
- Communication
- Project management

**Experience & Education:**
- Bachelor's degree with major coursework in field of assignment
- Experience in clinical research

**Responsibilities:**
- Coordinates research projects with principal investigators.
- Ensures regulatory compliance for clinical research.
- Performs other duties as assigned.

---

**Medical Research Assistant**

**Position Summary:**
Medical Research Assistant for the Department of Neurobiology and Neurological Sciences. Responsibilities include coordinating with vendors to procure materials, performance of research-related tasks, and developing system documentation. This position is security-sensitive and subject to Texas Education Code 51.215.

**Knowledge, Skills, & Abilities:**
- Attention to detail
- Effective communication
- Research protocol

**Experience & Education:**
- Bachelor's degree with major coursework in field of assignment
- Experience in a medical research environment

**Responsibilities:**
- Performs research-related tasks, including those that may require technical knowledge.
- Coordinating with vendors to procure materials.
- Develops documentation relative to assigned projects and tasks.
- Performs other duties as assigned.

---

**Security Officer**

**Position Summary:**
Security Officer for the Department of Security and Emergency Management. Responsibilities include ensuring safety and security, working with campus resources, and coordinating with law enforcement. This position is security-sensitive and subject to Texas Education Code 51.215.

**Knowledge, Skills, & Abilities:**
- Security protocol
- Communication
- Critical thinking

**Experience & Education:**
- High School degree

**Responsibilities:**
- Ensures safety and security for the campus community.
- Coordinates and works with campus resources.
- Handles customer issues and complaints in a timely manner.
- Performs other duties as assigned.

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**Clinical Research Coordinator**

**Position Summary:**
Clinical Research Coordinator for the Department of Biostatistics and Clinical Research. Responsibilities include coordinating research projects, working with principal investigators, and ensuring regulatory compliance. This position is security-sensitive and subject to Texas Education Code 51.215.

**Knowledge, Skills, & Abilities:**
- Attention to detail
- Communication
- Project management

**Experience & Education:**
- Bachelor's degree with major coursework in field of assignment
- Experience in clinical research

**Responsibilities:**
- Coordinates research projects with principal investigators.
- Ensures regulatory compliance for clinical research.
- Performs other duties as assigned.

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**Medical Research Assistant**

**Position Summary:**
Medical Research Assistant for the Department of Neurobiology and Neurological Sciences. Responsibilities include coordinating with vendors to procure materials, performance of research-related tasks, and developing system documentation. This position is security-sensitive and subject to Texas Education Code 51.215.

**Knowledge, Skills, & Abilities:**
- Attention to detail
- Effective communication
- Research protocol

**Experience & Education:**
- Bachelor's degree with major coursework in field of assignment
- Experience in a medical research environment

**Responsibilities:**
- Performs research-related tasks, including those that may require technical knowledge.
- Coordinating with vendors to procure materials.
- Develops documentation relative to assigned projects and tasks.
- Performs other duties as assigned.

---

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- Communication
- Project management

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- Experience in clinical research

**Responsibilities:**
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- Ensures regulatory compliance for clinical research.
- Performs other duties as assigned.

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- Experience in a medical research environment

**Responsibilities:**
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**Responsibilities:**
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- Coordinating with vendors to procure materials.
- Develops documentation relative to assigned projects and tasks.
- Performs other duties as assigned.
The Simulation Operation Specialist...
University Classified Salary Plan

**PROF**

- University Classified Salary Plan
- **$8,753.00**
- **$287.71**
- **$58,363.00**
- **$105,036.00**

**SPA PROPOSAL ANALYST**

- University Classified Salary Plan
- **$81,287.00**
- **$45.95**

- University Classified Salary Plan
- **$59,651.00**

**SOUS CHEF**

- University Classified Salary Plan
- **$74,804.00**

**Subject Matter Expert**

- University Classified Salary Plan
- **$63,804.00**
- **$340.22**
- **$6,233.67**

**University Classified Salary Plan**

- **$33.02**
- **$4,562.42**

- University Classified Salary Plan
- **$224.47**

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SPECIAL PROCEDURES TECHNICIAN

SPA PROPOSAL ANALYST LEAD

continuously build knowledge and skills; Shares expertise with others.

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; complaints are resolved fairly and effectively.

Contacts the pharmacists to alert them of any changes in patient's condition, compliance issues due to patient not taking medication or side effects, or to transfer a patient directly to ordered and places on stock shelves or in refrigerator, when required.

Assists with full inventory and cycle counts.

Assists with putting away newly received inventory in the appropriate location in the pharmacy.

Performs related duties as (ARC) required by sart date.

¿ Minimum of One (1) year of experience as retail pharmacy technician or equivalent is required, specialty pharmacy experience preferred

¿ Basic computer skills, data entry, filing

English (speaking, reading)

Security

This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information

Salary

Salary Negotiable

Experience and Education

Required

Associate Degree or equivalent in Pharmacy or related field

High School graduation or GED equivalent and one (1) year experience as Medical Assistant or Clinical Lab Assistant.

Twelve hours of college credit in Basic Science courses and six months experience as a Medical Assistant or Clinical Lab Assistant.

Job Duties

Performs skillful phlebotomy procedures in timely manner.

Greets and communicates with patient in order to put them at ease.

Confirms that appropriate paperwork is available for patient.

Enters data of patient

Maintains accurate and legible records of patient's medical history.

Maintains accurate and legible records of specimen collection.

Transports specimens.

Keeps area stocked with essential supplies.

Keeps work area decontaminated with proper cleaning solutions and disposal of wastes and trash in appropriate containers.

Files patient lab requisitions.

Performs

Job Duties

Provides financial and planning support to Sponsored Programs as well as other stakeholders such Financial Affairs, Budget

Attends program planning and implementation meetings; Prepares financial reports and presentations.

Accesses and utilizes research and clinical financial data from various data sources (PeopleSoft Financials, Velos, EDW, eGrants and other available systems).

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## SPECIMEN MANAGEMENT COORDINATOR

**Job Duties:**
- Demonstrates knowledge of therapeutic principles and practices good clinical judgement and does not compromise patient's or another's safety, while at same time maintaining professional independence.
- Proper infection control, hazardous waste, HIV/HBV, etc. procedures are used in conjunction with other disciplines and team members with the assistance of the Clinical Therapy Manager.
- Patient care, as ordered by the attending physician, is prioritized and evaluated on an ongoing basis.
- Appropriate methods of assisting with federal and state law, the University prohibits unlawful discrimination, including harassment, on the basis of: race; color; religion; national origin; sex; including sexual harassment; age; disability; genetic information; citizenship status; and protected veteran status. In addition, it is UT Southwestern policy to prohibit discrimination on the basis of sexual orientation, gender identity, or gender expression.
- Maintains positive patient identification for all specimens collected, using defined protocols.
- Tracks every specimen to ensure specimen turn-around-time.
- Orders and allocates all laboratory supplies and materials; maintains adequate inventory to ensure efficient operation for specimen processing, & ambulatory clinics. Assists in preparation of annual budget of Security
- This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information

**Salary:**
Salary Negotiable

**Experience and Education**
- High School
- Masters, or Doctorate from accredited program in Speech Pathology. New graduates are welcome. Licensed to practice Speech Language pathology in the state of Texas; intern license also accepted. New graduates welcome (1 yr. Experience preferred)

## Security

**Job Duties:**
- Demonstrates knowledge of therapeutic principles and practices good clinical judgement and does not compromise patient's or another's safety, while at same time maintaining professional independence.
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- Organizes patient treatment time and unscheduled time efficiently.
- Assists willingly in coverage of other patients.
- Assists in on-job training, education, and supervision of therapy technicians, decontaminated with proper cleaning solutions and disposes of waste and trash in appropriate containers. Keeps work area well organized and free from clutter. Handles add-on requests according to established procedures. Adheres to Patient Safety Goals as defined by UTSW, TJC, CAP, and other regulatory agencies.

**Salary:**
Salary Negotiable

**Experience and Education**
- High School
- Masters, or Doctorate from accredited program in Speech Pathology. New graduates are welcome. Licensed to practice Speech Language pathology in the state of Texas; intern license also accepted. New graduates welcome (1 yr. Experience preferred)

## Research Specialist

**Job Duties:**
- Has the knowledge and experience to work independently, utilizing sound scientific principles and practices to perform the assigned research functions. The incumbent must be able to collect, summarize, document, and communicate data to researchers and other professionals.
- Ensures all tests on requisitions are accounted for in the ordering system. If necessary, contacts physician's office to obtain order clarification/verification prior to collecting specimens. Tracks every specimen to ensure specimen turn-around-time.
- Orders and allocates all laboratory supplies and materials; maintains adequate inventory to ensure efficient operation for specimen processing, & ambulatory clinics. Assists in preparation of annual budget of Security
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**Salary:**
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**Experience and Education**
- Masters, or Doctorate from accredited program in Speech Pathology. New graduates are welcome. Licensed to practice Speech Language pathology in the state of Texas; intern license also accepted. New graduates welcome (1 yr. Experience preferred)

## Research Specialist

**Job Duties:**
- Performs related administrative tasks such as answering the telephone, receiving/delivering mail, and scheduling appointments, and maintains computer files as needed.
- Maintains positive patient identification for all specimens collected, using defined protocols.
- Tracks every specimen to ensure specimen turn-around-time.
- Orders and allocates all laboratory supplies and materials; maintains adequate inventory to ensure efficient operation for specimen processing, & ambulatory clinics. Assists in preparation of annual budget of Security
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</table>

**Job Duties**

- Interacts with Health System and physician leaders on behalf of Supply Chain Management.
- Performs other duties as assigned.

**Knowledge, Skills & Abilities**

- Knowledge and experience in marketing and related areas such as advertising, public relations, promotions, media relations, and event planning.
- Excellent written, oral, and interpersonal communication skills.
- Ability to work independently, manage workflow, set priorities, and meet deadlines.
- Ability to execute efficiently and effectively under deadlines, juggle multiple projects at once, and keep up with changing task prioritization.
- Customer-service focus with experience working in matrix environments.
- Demonstrated skill in expressing organization policies, strategies, trainings, etc. in clear, compelling lay language.
- Ability to think creatively and critically in problem-solving and project implementation and the ability to work independently, manage workflow, set priorities, and meet deadlines.
- Ability to execute efficiently and effectively under deadlines, juggle multiple projects at once, and keep up with changing task prioritization.
- Demonstrated skill in expressing organization policies, strategies, trainings, etc. in clear, compelling lay language.
- Ability to think creatively and critically in problem-solving and project implementation.

**Working Conditions**

- Work is performed primarily in an office environment.

**UT Southwestern Medical Center**

UT Southwestern Medical Center is committed to creating a diverse environment where all individuals are respected, valued, and included, where everyone can realize their full potential, and where diversity is celebrated. UT Southwestern Medical Center prohibits discrimination on the basis of sex, race, color, religion, national origin, age, sexual orientation, gender identity, gender expression, disability, genetic information, citizenship status, or veteran status. In addition, it is UT Southwestern policy to prohibit discrimination on the basis of sexual orientation, gender identity, gender expression, age, disability, genetic information, citizenship status, or veteran status. This policy includes conduct that creates an intimidating, hostile, or offensive workplace environment. This policy also applies to recruitment, selection, and promotion; training and development; performance reviews; and other employment actions. UT Southwestern Medical Center is committed to providing a harassment-free environment. UT Southwestern Medical Center is an Equal Opportunity/Affirmative Action Employer. UT Southwestern Medical Center will comply with all federal, state, and local laws and regulations regarding equal employment opportunity, affirmative action, and non-discrimination. UT Southwestern Medical Center will make reasonable accommodations for qualified individuals with disabilities in order to allow them to perform the essential functions of their jobs. UT Southwestern Medical Center also will consider legally protected medical leave in accordance with applicable laws.
University Classified Sal Pln

PROF

UNIV

$55.87

$70,053.00

$7,009.58

$149,498.00

"PACT", and is fundamental to all clinical positions at UT Southwestern Medical Center:

- Problem Solving: To achieve excellence in patient care and service, all employees are expected to take ownership in solving problems effectively, with minimal supervision. Capable of serving as trainer, mentor to junior and mid-level staff. Capable of performing in lead capacity. Adept at learning on job as well as teaching and mentoring others. Desirable to be considered technical practices and tools for project execution and management.

- Performs other duties as assigned.

KNOWLEDGE, SKILLS, & ABILITIES

- Fully experienced with exceptional skill set or knowledge in healthcare related medical equipment.
- Works with project team.
- Plan and schedule project timelines and milestones using appropriate tools; track project milestones and deliverables.
- Build, develop and grow any business relationships vital to the success of the project.
- Assumes project to the provisions of Texas Education Code 51.215.

UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. As an equal expert and able to mentor other mentors.

- Has advanced understanding and skills related to general electromechanical systems and devices.
- Has advanced understanding of operations and environment supported such as hospital, clinic, disciplinary project stakeholders (Physicians, Clinical staff, Physical Plant, Budgeting, senior management, Interior Design Committee, Health System Planning, etc.)
- Manages the clinical projects for both the Ambulatory Practice and hand-offs from Health System Planning team for all approved and funded clinical projects involving major medical equipment purchases, new construction, and/or renovation of existing clinical facilities.
- Assist in the development and

Security

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Salary

Salary Negotiable

SUMMARY

Works under general supervision
STAFF PROSTHETIST-ORTHOTIST

SR PROJECT MANAGER FACILITIES

SR PROJECT MANAGER AUDIT

environment that provides equal opportunity to all members of the University community. As an equal opportunity employer, UT Southwestern prohibits unlawful discrimination, including discrimination on the basis of race, color,

Skills & Abilities
Technical skills to be able to design orthotics or prosthetics with the appropriate materials, measurements and components. Possess well rounded knowledge and experience of Upper and lower limb, componentry,

through distribution of business cards, prescription pads, marketing brochures, and constant communication with these sources. Provides presentation and in-services to allied health professionals. Provides expertise as an exhibitor

and constructing medical supportive devices according to physician prescriptions. provide prosthetic-orthotic patient care at the two University Hospitals, the Prosthetics-Orthotics outpatient clinic, and numerous specialty clinics on

stakeholders Act as an internal quality control check for the project Ensure that projects and programs are proceeding according to scope, schedule, budget and quality standards Manage project and program issues and risks to mitigate

the organization Provide status reporting regarding project milestones, deliverable, dependencies, risks and issues Participate and/or drive feasibility studies, vendor selections and proposals for evaluation by appropriate key

Security
This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information

Summary
Works under minimal direction to coordinate, and supervise work of employees as necessary to ensure desired results are achieved. Work may require telephone and personal contact with all levels of internal and external personnel and organizations.

work requires ability expected to act as a value-add Business partner (while maintaining objectivity and independence). Evaluates efficiency and cost effectiveness of audit processes; recommend changes to auditing policies, procedures and programs as

improvements. Coordinate audit activities on behalf of the selected third-party Internal Audit partner, including access requests, stakeholder introductions, and scheduling meetings. Manages multiple audit and related projects to assure

3. Work with all levels to understand operations, develop plans and workflow, and execute change management. Ensure communications at all levels from department chairs to clinic staff. 4. Implement continuous quality improvement

alignment with the primary constraint and/or institutional objectives. Develops best practices and tools for project management. Supervises and mentors staff in performance of duties while establishing minimum performance

required. Master's degree preferred. Related operational experience may substitute for Master's degree. Project Management Certifications desirable. Five (5) years of project management experience required..

Coordinates approval and execution of projects. Monitors project performance against the project plan (scope, schedule, budget, risk). Effectively communicates and manages project stakeholder expectations. Evaluates complex

Security
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Salary
Salary Negotiable

Experience and Education
Bachelor's degree in related field and four years of project management/construction experience required. Master's degree in project management or construction management equivalent experience preferred. Prior construction project management experience required.

levated degree may be used in lieu of years of experience. Extensive experience may be used in lieu of degree. Design and Construction management expertise for multiple assigned projects, support the FPD&C leadership and mentor the project managers.

Bachelor's degree in related field and eight (8) years of project management experience or
<table>
<thead>
<tr>
<th>Position</th>
<th>Description</th>
<th>Education</th>
<th>Experience</th>
<th>Skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>NewbornRN Supervisor</td>
<td>Supervises the care provided to newborns in the hospital.</td>
<td>RN degree</td>
<td>1-3 years</td>
<td>Proven experience in patient care, strong leadership and communication skills</td>
</tr>
<tr>
<td>RN IT Specialist</td>
<td>Implements new computer systems for the hospital.</td>
<td>Bachelor of Science</td>
<td>3+ years</td>
<td>Proficient in computer hardware, software, and system integration</td>
</tr>
<tr>
<td>Charge Nurse</td>
<td>Manages patient care and staff in the hospital.</td>
<td>Bachelor of Science</td>
<td>2+ years</td>
<td>Knowledge of nursing best practices, strong leadership and communication skills</td>
</tr>
<tr>
<td>NURS (University)</td>
<td>Provides nursing care to students in a university setting.</td>
<td>BSN degree</td>
<td>5+ years</td>
<td>Experience in nursing, team leadership, and patient care</td>
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Security
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Salary
Salary Negotiable

Experience and Education
Three to five years of experience in a related field required. Bachelor of Science in Nursing is preferred. Current Texas Basic Life Support (BLS) certification and Basic Life Support for Healthcare Providers (BLS-HCP) certification required.
Security  

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Salary  

Salary Negotiable  

Experience and Education  

- High School diploma or equivalent preferred. Stockroom experience in a foodservice operation or equivalent experience preferred. Current Texas Driver's License (TDL) required. Must be able to read, write and communicate in English.

Job Summary  

Inventories all areas on weekly basis. Supports teamwork and cooperation with co-workers in daily activities; presents constructive feedback regarding system failures and operational issues. Documents inventory and routine stockroom activities on work sheets. Verifies accuracy of paperwork and records. Ensures that storage areas and stock rooms are maintained in clean and tidy condition.

Position Title  

Stockroom Coordinator

Position Code  

1500  

Duties and Responsibilities  

- Orders stockroom supplies and services on a regular basis, and processes orders for distribution to areas within Medical City Dallas.  
- Participates in inventory management including stockroom par levels, order points, and stock control.

Other Duties:  

- May be required to perform other duties as assigned.

Security  

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Salary Negotiable  

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Other Duties:  

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**Security**

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**Salary**

Salary Negotiable

**Summary**

UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. In accordance with federal and state law, the University prohibits unlawful discrimination, including harassment, on the basis of: race; color; religion; national origin; sex; including sexual harassment; age; disability; genetic information; citizenship status; and protected veteran status. In addition, it is UT Southwestern policy to prohibit discrimination on the basis of sexual orientation, gender identity, or gender expression.

**Job Duties**

1. **Perform or supervise work necessary to maintain mechanical, electrical, plumbing, roofing, and carpentry, including repair of interior fixtures, furnishings, and equipment.**
2. **Plan, coordinate, and evaluate preventive maintenance schedules for facilities maintenance equipment, determining cost effective repair or replacement when necessary.**
3. **Assist in determining work projects to be contracted and prepare bid specifications for approval.**
4. **Develop specifications and coordinate with vendors to maintain contracts for low cost work.**
5. **Administer contracts.**
6. **Develop, coordinate, and evaluate preventative maintenance schedules for facilities maintenance equipment, determining cost effective repair or replacement when necessary.**
7. **Maintain SDS sheets and other information.**
8. **Coordinate with OSHA on formal inspections of the facility.**
9. **Maintain TJC-The Joint Commission requirements.**
10. **Develop specifications and coordinate with vendors to maintain contracts for low cost work.**
11. **Administer contracts.**
12. **Develop specifications and coordinate with vendors to maintain contracts for low cost work.**
13. **Administer contracts.**

**Education and Experience**

- **High school education required.**
- **Job Requirements:**
  - **Physical:**
    - Lifting objects up to 50 pounds
    - Must be able to walk and stand for extended periods
  - **Mental:**
    - Must have good visual acuity
    - Must have good manual dexterity
  - **Sensory:**
    - Must be able to hear, see, and smell

**Responsibilities**

- **Prepares and completes various projects as requested by management using appropriate accounting skills and spreadsheet software.**
- **Confers as necessary with computer programmers in establishing new or revised procedures.**
- **Provides accounting assistance to project managers and operations staff; responds to financial questions/concerns to meet business needs.**
- **Manages monthly/yearly closing of financial records by ensuring all AP documents received have been processed/accrued for in the respective reporting period.**
- **Develops and monitors metrics, reporting and the performance of the AP team.**
- **Demonstrate continuous performance improvement in targeted areas of responsibility in alignment with the overall annual Hospital performance improvement targets.**
- **Meets or exceeds financial goals and objectives of the department.**
- **Maintains written procedures; maintains production report statistics.**
- **Addressing performance issues and making recommendations for personnel actions.**
- **Motivates and rewards employees including providing performance evaluations and promotions within allocated budgets and company guidelines.**

**Teamwork, Ability, Attitude and Accountability**

- **Employees work to contribute to the department’s success by supporting co-workers, promoting excellence in work product and customer service, and in maintaining a satisfying, caring environment for our colleagues.**
- **Employees exhibit ability to perform their job and conduct themselves in a professional and positive manner reflecting a professional environment.**
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## Acute Therapy Supervisor

### General Information

- **Department:** Critical Care
- **Facility:** Clements Urology Hospital
- **Title:** Acute Therapy Supervisor
- **Reports To:** Department Manager

### Responsibilities

- **Patient Care:** Oversee the delivery of high-quality care to patients with chronic illnesses, ensuring adherence to best practices and individualized care plans.
- **Staff Management:** Supervise and support the development of acute therapy staff, maintaining a positive work environment.
- **Quality Assurance:** Contribute to the continuous improvement of care processes, identifying and implementing strategies to enhance patient outcomes.
- **Education and Training:** Mentor staff in skills development and patient safety, facilitating ongoing education.
- **Communication:** Serve as liaison with interdisciplinary teams, facilitating effective communication.

### Qualifications

- **Education:** Bachelor's degree in a relevant field.
- **Experience:** 3-5 years' experience in acute care therapy.
- **Licenses:** Relevant state licenses/certifications for therapy professionals.

### Security

- This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

### Salary

- **Salary:** Negotiable

### Additional Information

- **Commitment:** Committed to an educational and working environment that provides equal opportunity to all members of the University community.
- **Equal Opportunity:** UT Southwestern is an equal opportunity employer, prohibiting unlawful discrimination, including discrimination based on sex, including sexual orientation, gender identity, or gender expression.
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Salary Range</th>
<th>Experience Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUPERVISOR CLINICAL DATA MANAGEMENT &amp; OUTCOMES</td>
<td>Performs research billing activities (including linking patient calendars) and oversees the financial status of the research protocols for the team. Monitors patient supervision to a team engaged in the execution of multiple, complex research protocols.</td>
<td>$106,244.00 - $131,518.40</td>
<td>Bachelor's Degree in medical or science related field and five years of clinical research experience. May consider Investigator(s) with limited supervision, to coordinate research projects. This position primarily performs patient/participant coordination, however, may conduct data management in smaller departments on as needed basis. Provides prohibitive discrimination, including discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, citizenship status, or veteran status.</td>
</tr>
<tr>
<td>SUPERVISOR CLINICAL &amp; CODING DRG DENIALS</td>
<td>Monitors data and reports submitted to CIBMTR, ASBMT, etc., ensuring timely reporting. Performs data analysis for benchmark comparison with industry standards and as required by FACT and other agencies.</td>
<td>$125,250.00 - $160,680.00</td>
<td>Supervise a team that is responsible for the gathering, evaluating and entering of clinical data for bone marrow transplant and cellular therapy recipients. Oversees staff members to ensure compliance with all regulatory aspects, as Security. This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.</td>
</tr>
<tr>
<td>SUPERVISOR CARDIAC TESTING</td>
<td>Oversees an interdepartmental cardiology research team with the goal of minimizing cardiac procedures and optimizing patient outcomes. Works with a group of investigators and biologists to perform, coordinate, and maintain cardiac studies in all phases of clinical research. Leads the development and implementation of new work processes and procedures with emphasis on operational efficiency, quality, and ethical standards. Ensures the timely execution and completion of clinical research projects. Manages the research activities of all levels within the department, coordinating with the Assistant Director of Research Operations to ensure that all research projects are completed within the time frame.</td>
<td>$8,096.25 - $10,959.87</td>
<td>Bachelor's Degree in medical or science related field and five years of clinical research experience. May consider Investigator(s) with limited supervision, to coordinate research projects. This position primarily performs patient/participant coordination, however, may conduct data management in smaller departments on as needed basis. Provides prohibitive discrimination, including discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, citizenship status, or veteran status.</td>
</tr>
<tr>
<td>SUPERVISOR CARDIAC REGISTRY</td>
<td>Oversees a team of individuals responsible for collecting and analyzing data related to the clinical outcomes of patients undergoing cardiac procedures. Collaborates with other departments to ensure the timely collection and analysis of data. Manages the day-to-day operations of the registry and ensures the accurate and timely entry of data.</td>
<td>$7,371.50 - $10,959.87</td>
<td>Bachelor's Degree in medical or science related field and five years of clinical research experience. May consider Investigator(s) with limited supervision, to coordinate research projects. This position primarily performs patient/participant coordination, however, may conduct data management in smaller departments on as needed basis. Provides prohibitive discrimination, including discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, citizenship status, or veteran status.</td>
</tr>
<tr>
<td>SUPERVISOR CARDIAC PREVENTION</td>
<td>Oversees a team responsible for preventing and managing cardiovascular disease. Coordinates with other departments to ensure the timely collection and analysis of data. Manages the day-to-day operations of the registry and ensures the accurate and timely entry of data.</td>
<td>$60.22 - $63,804.00</td>
<td>Bachelor's Degree in medical or science related field and five years of clinical research experience. May consider Investigator(s) with limited supervision, to coordinate research projects. This position primarily performs patient/participant coordination, however, may conduct data management in smaller departments on as needed basis. Provides prohibitive discrimination, including discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, citizenship status, or veteran status.</td>
</tr>
<tr>
<td>SUPERVISOR CARDIOVASCULAR RESEARCH</td>
<td>Oversees a team responsible for the acquisition and analysis of data related to cardiovascular research. Coordinates with other departments to ensure the timely collection and analysis of data. Manages the day-to-day operations of the registry and ensures the accurate and timely entry of data.</td>
<td>$54.81 - $63,804.00</td>
<td>Bachelor's Degree in medical or science related field and five years of clinical research experience. May consider Investigator(s) with limited supervision, to coordinate research projects. This position primarily performs patient/participant coordination, however, may conduct data management in smaller departments on as needed basis. Provides prohibitive discrimination, including discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, citizenship status, or veteran status.</td>
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</table>
Supervisor CLIN

- $8,753.00
- Supervisor
- $224.47
- Supervisor

21

- Supervisor
- $52,548.00
- 21
- Supervisor

2046

- $132,388.00
- 2046
- Supervisor

$46,765.00

- $62,597.00
- 8895
- Supervisor

$3,332.17

- $264.13
- 7044
- Supervisor

$3,897.08

- $509.18
- E

7044

TECH

Supervisor

- $37.98
- $30.09
- $7,207.33
- Supervisor

$7,207.33

- Supervisor

2054

SUPERVISOR MEDICAL OFFICE ASSISTANT

Supervises and directs a team of Medical Office Assistants (MOA) in a busy patient care environment.

- Directly manages the day-to-day operations of the MOA team.
- Monitors and manages the scheduling of patient appointments.

Supervises and directs a team of Medical Office Assistants (MOA) in a busy patient care environment.

- Directly manages the day-to-day operations of the MOA team.
- Monitors and manages the scheduling of patient appointments.

SUMMARY

WORKING CONDITIONS

- Work is performed primarily in a clinic setting; may require some travel between buildings.
- Requires problem-solving skills and the ability to prioritize tasks.

Knowledge, Skills, & Abilities

- Ability to establish and maintain a cooperative and effective working relationship with direct reports and other teams.
- Excellent written and oral communication skills.
- General knowledge of medical terminology and basic medical concepts.

SUPERVISOR IR INFRASTRUCTURE INSTALLATION

Provides patient education regarding financial approval process for services rendered.

- Identifies and resolves patient needs as they arise.
- Provides assistance to patients and their families.

PERFORMANCE INDICATORS

- Meets with patients and their families to discuss potential out-of-pocket expenses related to services rendered.
- Assists in the payment process.

EDUCATION AND EXPERIENCE

- Bachelor's degree or equivalent experience.
- Experience in a healthcare setting.
- Ability to work independently and as part of a team.

SUMMARY

WORKING CONDITIONS

- Work is performed in an office environment.
- Requires ability to interpret policies related to parking.

Knowledge, Skills, & Abilities

- Ability to establish and maintain a cooperative and effective working relationship with direct reports and other teams.
- Excellent written and oral communication skills.
- General knowledge of medical terminology and basic medical concepts.

SUPERVISOR OCCUPATIONAL HEALTH

Performs other duties as assigned.

- Knowledge, Skills, & Abilities
- Prior experience in a healthcare setting.
- Ability to work independently and as part of a team.

SUMMARY

WORKING CONDITIONS

- Work is performed primarily in a clinic setting; may require some travel between buildings.
- Requires problem-solving skills and the ability to prioritize tasks.

Knowledge, Skills, & Abilities

- Ability to establish and maintain a cooperative and effective working relationship with direct reports and other teams.
- Excellent written and oral communication skills.
- General knowledge of medical terminology and basic medical concepts.

SUPERVISOR HEALTH

- Ability to establish and maintain a cooperative and effective working relationship with direct reports and other teams.
- Excellent written and oral communication skills.
- General knowledge of medical terminology and basic medical concepts.

SUMMARY

WORKING CONDITIONS

- Work is performed in an office environment.
- Requires ability to interpret policies related to parking.

Knowledge, Skills, & Abilities

- Ability to establish and maintain a cooperative and effective working relationship with direct reports and other teams.
- Excellent written and oral communication skills.
- General knowledge of medical terminology and basic medical concepts.

SUPERVISOR SECURITY

- Security
- This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

SUMMARY

WORKING CONDITIONS

- Work is performed in a clinic setting; may require some travel between buildings.
- Requires problem-solving skills and the ability to prioritize tasks.

Knowledge, Skills, & Abilities

- Ability to establish and maintain a cooperative and effective working relationship with direct reports and other teams.
- Excellent written and oral communication skills.
- General knowledge of medical terminology and basic medical concepts.

SUPERVISOR TECH

- Tech
- This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

SUMMARY

WORKING CONDITIONS

- Work is performed in an office environment.
- Requires ability to interpret policies related to parking.

Knowledge, Skills, & Abilities

- Ability to establish and maintain a cooperative and effective working relationship with direct reports and other teams.
- Excellent written and oral communication skills.
- General knowledge of medical terminology and basic medical concepts.

SUPERVISOR FSI

- FSI
- This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

SUMMARY

WORKING CONDITIONS

- Work is performed primarily in a clinic setting; may require some travel between buildings.
- Requires problem-solving skills and the ability to prioritize tasks.

Knowledge, Skills, & Abilities

- Ability to establish and maintain a cooperative and effective working relationship with direct reports and other teams.
- Excellent written and oral communication skills.
- General knowledge of medical terminology and basic medical concepts.
Certified Coding Specialist (CCS) or a Certified Medical Coder (CMC) is required. Must have or obtain CPMA certification within 12 months of hire. Bachelor’s degree or registered nurse is desired.

**Job Duties**
1. Provides direct supervision to
2. diploma or equivalent is required; Bachelor degree in business, healthcare administration, regulatory compliance (or related field), or licensure as a registered nurse by the Texas Board of Nursing is preferred. A minimum of eight (8) years
3. of research operations, including staff, studies, and research activities of the clinical research units.
4. May be responsible for interacting with sponsored program administration, revenue cycle, office of institutional compliance, internal
5. Management: Research RN Team Lead will supervise research nurses and coordinators for multiple studies
6. responsible for preparing study budgets and oversees expenditures per budgetary and granting agency guidelines
7. Management: Financial Management: May be responsible for preparing study budgets and oversees expenditures per budgetary and granting agency guidelines
8. Management: May assist in day-to-day operations and budgeting
9. assigned staff. Additionally, may assist in regulatory and fiscal management of clinical research operations.
10. Graduate of NLN (National League for Nursing) approved Nursing program, licensure as Registered
11. of research teams
12. appraisal of the assigned research teams
13.我还为你提供了以下信息：
14. Further, research nurses and coordinators are required to have an in-depth understanding of the research protocols and procedures, and should be able to effectively communicate with both medical and administrative staff to ensure that the research objectives are met. The RN Team Lead will provide regular updates on the progress of the studies, and ensure that all regulatory and ethical guidelines are followed. They will also be responsible for ensuring that the budget is managed efficiently.
15. Security: This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information
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50. appraisal of the assigned research teams
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53. assigned staff. Additionally, may assist in regulatory and fiscal management of clinical research operations.
54. Graduate of NLN (National League for Nursing) approved Nursing program, licensure as Registered
SUPERVISOR TISSUE DONATION SCREENING AND EDUCATION

UT Southwestern policy to prohibit discrimination on the basis of sexual orientation, gender identity, or gender expression.
Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. In accordance with federal and state law, the University prohibits discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, citizenship status, or veteran status.

Demonstrated effective interpersonal skills to interact with all levels of employees within the organization. Demonstrated planning and problem solving/investigative skills as required to research inquiries related to job requirements of state guidelines. Assists in the coordination and participation of UTSW HUB/Supplier Diversity Outreach events within the community. Perform related duties as assigned.

Knowledge, Skills & Abilities


Job Duties

Assists Supplier Diversity/HUB Manager in overall impact of Supplier color, religion, national origin, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, citizenship status, or veteran status.

Complete and coordinates projects and reports which require use of computer software applications. Responsible for coaching, counseling, and formal discipline of Patient Transport staff while consistently updating Patient Transport Manager to facilitate discipline & coaching and on-site supervision of administrative functions. Knowledge of patient safety, basic transportation equipment, infection control processes, advanced clerical skills, excellent subjects research records.

Other Duties: Performs other duties as assigned.

WORKING CONDITION

This job is remote only and individuals who reside in the job will permanently work 100% from an alternate approved worksite. Any training needs identified by QA Specialist. Clinical Data Abstracting.

Duties performed may include one or more of the following core functions: a) Directly interacting with or caring for patients; b) Directly interacting with or caring for patients; c) Performing other duties as assigned.

This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

Salary

Salary Negotiable

Other Duties: Performs other duties as assigned.
University Classified Sal Pln

$8,853.67

PROF

$60.22

$76,714.00

$50.50

$46,765.00

N

PROF

$408.63

$33.68

Y

$22.48

$6,233.67

$97,155.00

$8,827.67

4131

$136,844.00

$10,437.50

$6,392.83

$7,207.33

$5,216.42

University Classified Sal Pln

$10,437.50

1019

$8,096.25

$210.57

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Supervisor

UNIV CLIN 1D

$68,673.00

$245.40

UNIV

$9,501.25

$36,451.00

$195.61

$3,987.50

E

$65.79

$481.73

$76,714.00

$6,773.92

University Classified Sal Pln

$70,053.00

E

$36.88

This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

Salary

Salary Negotiable

Summary

Works under minimal supervision of day to day operations of the Guest & Patient Services departmental functions. Directly supervises Patient Service Representatives and Lead Patient Services Representatives. Assesses workflow at five clinical buildings and working environment that provides equal opportunity to all members of the University community. As an equal opportunity employer, UT Southwestern prohibits unlawful discrimination, including discrimination on the basis of race, color, religion, national origin, sex,→
<table>
<thead>
<tr>
<th>Department</th>
<th>Specialty</th>
<th>Title</th>
<th>Years of Experience</th>
<th>Qualification</th>
<th>Pay Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hospital Access Services</td>
<td>Service</td>
<td>Lead Service Manager</td>
<td>3</td>
<td>Bachelor's degree</td>
<td>$50,000 - $60,000</td>
</tr>
<tr>
<td></td>
<td>Operations</td>
<td>Service Manager</td>
<td>5</td>
<td>Bachelor's degree</td>
<td>$45,000 - $55,000</td>
</tr>
<tr>
<td></td>
<td>Equipment</td>
<td>Senior Equipment Manager</td>
<td>2</td>
<td>Bachelor's degree</td>
<td>$40,000 - $50,000</td>
</tr>
<tr>
<td></td>
<td>Planning</td>
<td>Director of Planning and Design</td>
<td>8</td>
<td>Master's degree</td>
<td>$60,000 - $70,000</td>
</tr>
</tbody>
</table>

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securityThis position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

Salary
Salary Negotiable

Experience and Education
Bachelor's degree in accounting, business administration, information systems, or equivalent, and five (5) years professional auditing experience to include two (2) years supervisory experience is required. *Certified Public Accountant (CPA), Public Accounting, or Professional Certifications.

Security
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Salary
Salary Negotiable

Experience and Education
Required Two years experience in a hospital or healthcare setting including accounting or bookkeeping. Experience in working with Quickbooks is preferred. Requires the ability to work independently to ensure the integrity of the financial statements.

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Salary
Salary Negotiable

Experience and Education
Required Two years experience in a hospital or healthcare setting including accounting or bookkeeping. Experience in working with Quickbooks is preferred. Requires the ability to work independently to ensure the integrity of the financial statements.
Hospital Classified Salary Plan

- Annual Salary: $3,897.08
- Monthly Salary: $324.73
- Hourly Rate: $23.45
- Overtime Rate: $34.13
- Hours Worked: 159.97
- Total Pay: $3,897.08

Supervisor

- Annual Salary: $4,238.17
- Monthly Salary: $344.85
- Hourly Rate: $21.55
- Overtime Rate: $32.33
- Hours Worked: 159.97
- Total Pay: $4,238.17

University Classified Salary Plan

- Annual Salary: $4,912.24
- Monthly Salary: $409.36
- Hourly Rate: $23.45
- Overtime Rate: $34.13
- Hours Worked: 159.97
- Total Pay: $4,912.24

Transport Supervisor

- Annual Salary: $78,997.00
- Monthly Salary: $6,583.08
- Hourly Rate: $48.11
- Overtime Rate: $72.17
- Hours Worked: 159.97
- Total Pay: $78,997.00

Security

This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

Salary

Salary Negotiable

Experience and Education

High School or equivalent

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The University also prohibits discrimination in admission, employment, financial aid, and other programs and activities on the basis of sex, including sexual harassment. UT Southwestern Medical Center is an equal opportunity employer.

Job Requirements and Responsibilities

- Coordination of patient transport services
- Coordination of equipment turnover
- Overseeing transporters and lead patient transporters
- Identifying and resolving problems in a timely manner, displaying willingness to make decisions, exhibiting sound and accurate judgment, using discretion to make decisions or act appropriately in undefined situations
- Maintaining training records
- Building solid working relationships with all patient transporters, lead patient transporters and all supervisors
- Responsible for coaching, counseling, and formal discipline of patient transporters
- Developing and implementing strategies to improve service level
- Monitoring and analyzing transport services program data to identify areas for improvement
- Overseeing balancing and posting procedures, and recommending more effective or efficient procedures
- Examining postings in ledgers as general, subsidiary, accounts payable, and accounts receivable
- Assisting with the posting of entries
- Performing other duties as assigned

Supervisory Staff

Supervises staff to achieve institutional determined customer service standards to all internal and external customers.

- Assisting department managers with the development of service strategies to enhance patient care and clinical outcomes
- Balancing and posting procedures
- Processing medical claims
- Resolving disputes
- Assisting with the posting of entries
- Performing other duties as assigned

Other Duties

- Performing detailed analysis to determine root causes of variance issues
- Participating in the development of policies and procedures
- Providing education to staff on compliance issues
- Assisting with the posting of entries
- Performing other duties as assigned

Security

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Salary

Salary Negotiable

Experience and Education

High school

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Job Requirements and Responsibilities

- The ability to address service issues
- The ability to assess customer needs
- The ability to demand the highest level of service from self and staff
- The ability to recover quickly from service breakdowns and improve processes
- The ability to ensure staff technical training and support
- The ability to coordinate the design, production, and installation of all parking facility signage
- The ability to initiate requests with facilities management to repair or replace existing signage
- The ability to coordinate with construction departments for the proper rerouting of signage
- The ability to respond to customer inquiries and complaints
- The ability to work with customer services representatives
- The ability to maintain records of parking operations
- The ability to maintain a historical database of parking operations
- The ability to communicate effectively with all levels of management
- The ability to perform other duties as assigned

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Salary

Salary Negotiable

Experience and Education

High school

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requires ability to develop, recommend, and implement policies and procedures relating to Human Resources. Working Conditions

Work is performed primarily in a general office area. Any qualifications to be considered as equivalents in lieu of stated minimum require prior approval of Vice President for Human Resources.

Knowledge, Skills, and Abilities

- Must be able to think creatively and strategically, in order to develop and implement best practices in talent acquisition operations.
- Must be able to communicate effectively in writing and verbally.
- Must be able to organize and prioritize multiple tasks.
- Must be able to work independently and as a team member.

Education

Bachelor's degree strongly preferred and three (3) years of progressively responsible experience in human resources, talent acquisition, contracts, or related field. Applicants without the stated preferred degree, but with relevant experience in the field, will be considered.

Experience

- Experience in recruitment, selection, and retention of candidates for executive and professional positions.
- Experience in developing and implementing policies and procedures to manage the executive and professional Talent Acquisition process.
- Experience in working with business leaders to implement and execute a talent management strategy aligned with institutional goals.
- Experience in providing backup assistance to Supervisors and Manager of Recruitment and Retention.
- Experience in other duties as assigned.

UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. As an equal opportunity institution, it is the policy of UT Southwestern Medical Center to prohibit discrimination in employment on the basis of: race; color; religion; national origin; sex; including sexual harassment; age; disability; genetic information; citizenship status; and protected veteran status. In addition, it is UT Southwestern policy to prohibit harassment, on the basis of: age; disability; genetic information; gender; or their perception of someone's gender identity or gender expression.
TECHNICAL DENIALS MANAGEMENT SPECIALIST II

Diploma

Four (4) years experience in medical claims recovery and/or collections required

Associate's degree and two (2) years experience in medical claims recovery and/or collections within a healthcare or insurance environment is preferred.

Knowledge, Skills & Abilities

- Excellent customer service skills to best represent UT Southwestern's culture including excellent verbal and written communication skills.
- Proven experience as a Sourcing Specialist, recruiter, sales or lead generation professional or similar role.
- Superior professionalism and demonstrates a high level of accountability.
- Partnership, professionalism, detail-oriented, strong follow-up skills, passion for sourcing qualified applicants and a strong work ethic.
- Engage with qualified, diverse potential talent for essential and difficult-to-fill opportunities based on strategic sourcing strategies and techniques for both passive and active recruitment.
- Participate in special projects as requested.
- Works closely with Talent Acquisition Partners, Human Resources management and internal customers to identify qualified, diverse potential talent for UTSW career opportunities based on strategic sourcing strategies.
- Sourcing includes but not limited to tracking vacancies, monitoring applicant flow, developing effective advertising copy, making appropriate applicant referrals, and assisting departmental management in the complete Talent Acquisition process.
- Maintain ongoing knowledge on best practices in hiring, selection, and onboarding; including legal compliance.
Description

Supports the full end user computing experience to include computer hardware/software, printers, copiers, scanners, audio visual, computer networking, computing peripherals, computers and workstations. Performs tasks required to troubleshoot end user desktops, laptops, mobile devices, etc. Diagnose and repair routine & complex end user problems to remediation independently or by escalating to senior technical staff or other teams. Performs preventative maintenance of end user devices and associated peripherals. 

Required Qualifications

2 years related experience required. Additional coursework in a related field, such as computer science, management information systems, etc. may be considered on a year for year basis in lieu of stated minimum experience. Associates or Bachelor’s Degree preferred.

Working Conditions

Work is performed in general office areas, laboratories, clinics, and hospitals.

Knowledge, Skills & Abilities

Work requires knowledge of Windows based and/or Mac based personal computing software and hardware.

Security

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Salary

Salary Negotiable

Summary

Works under minimal supervision.
Tissue Allograft Distribution Specialist

Provides donor and transplant committee meetings. Acts as a liaison between the medical examiner's office, the local coroner, and the tissue bank. Participates in the medical examiner's committee meetings to determine donor eligibility for ocular donors. Recommends donor eligibility determinations to the medical directors for tissue donors. Consults with TSC directors and medical directors as needed to determine donor eligibility. Performs other duties as assigned.

Conditions
- Work is performed primarily from the UTSW Transplant Services Office with up to eight days of remote work per month.
- UT Southwestern Medical Center is committed to an educational and working environment that is free from unlawful discrimination.

Security
- This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

Salary
- Salary Negotiable

Summary
- Works under minimal supervision to provide administrative support and serve as a liaison between the medical examiner's office, the local coroner, and the tissue bank.

Education or GED
- Associate's degree in medical technology or equivalent.

Experience
- At least two years of experience in medical technology.

Duties
- Acts as a liaison between the medical examiner's office, the local coroner, and the tissue bank.
- Participates in the medical examiner's committee meetings to determine donor eligibility for ocular donors.
- Recommends donor eligibility determinations to the medical directors for tissue donors.
- Consults with TSC directors and medical directors as needed to determine donor eligibility.
- Performs other duties as assigned.

Therapy Technician

- Bachelor's degree in health sciences or equivalent experience.
- Experience in rehabilitation setting.

Duties
- Assists physical therapists in the delivery of therapy services.
- Performs treatment activities under the supervision of a physical therapist.
- Assists with the documentation of patient progress.
- Participates in team conferences.

Education or GED
- Associate's degree in rehabilitation or equivalent experience.

Experience
- At least two years of experience in the rehabilitation setting.

Duties
- Assists physical therapists in the delivery of therapy services.
- Performs treatment activities under the supervision of a physical therapist.
- Assists with the documentation of patient progress.
- Participates in team conferences.

Television Producer/Editor

- Bachelor's degree with major course work in television production, communication arts, or related field.
- Two years experience in television production and post-production.
- One year computer graphics experience.

Duties
- Handles facilities management.
- Wire and configure broadcast networks.
- Install and configure modems, patch panels, software, etc.
- Troubleshoots and repairs telephones, data modules, modems, and other telecommunication equipment.
- Surveys and repairs network connections and fiber optic cable.
- Performs fault isolation procedures on fiber optic and copper cable. Assists Senior Installer in cable record maintenance and installation documentation.
- Installs and assists Senior Installer with fiber optic testing and/or splicing.

Education or GED
- Diploma or equivalent and one year therapy tech work experience in hospital or outpatient rehab setting is preferred.
- Cardiopulmonary resuscitation (CPR or Basic Life Support (BLS) certification, course accredited by the American Heart Association).

Experience
- At least two years of experience in rehabilitation setting.

Duties
- Assists physical therapists in the delivery of therapy services.
- Performs treatment activities under the supervision of a physical therapist.
- Assists with the documentation of patient progress.
- Participates in team conferences.

Telemarketing Operations Installer

- High school diploma or GED and six months to two years experience in installation and repair of telecommunications equipment.

Job Duties
- Installs, terminates, and tests copper and fiber optic cable.
- Installs and tests telephone sets.
- Installs and tests data modules, modems, patch panels, software, etc.
- Assists Senior Installer in cable record maintenance and installation documentation.
- Installs and assists Senior Installer with fiber optic testing and/or splicing.

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Salary
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Experience and Education
- High school diploma or GED.
- Experience in installation and repair of telecommunications equipment.

Duties
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### TRAINING SPECIALIST PART TIME NON EXC.

**Position:**
Training Specialist

**Responsibilities:**
- Receives and provides immediate responses to inquiries and patient referrals. Establishes immediate relationship between referral sources and hospital.
- Works closely with Children's Hospital to establish and develop
- **Job Duties:**
  - Receives and provides immediate responses to inquiries and patient referrals. Establishes immediate relationship between referral sources and hospital.
  - Works closely with Children's Hospital to establish and develop.
- **Qualifications:**
  - 5yrs. experience required, preferably in cardiovascular disease management including ambulatory care.
  - Basic Life Support (BLS) certification, course accredited by the American Heart Association (AHA), or American Red Cross (ARC)
- **Salary:**
  - Negotiable
- **Work Location:**
  - General office area

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### TOBACCO TREATMENT SPECIALIST PART TIME NON EXC.

**Position:**
Tobacco Treatment Specialist

**Responsibilities:**
- Assists with development and maintenance of patient education material.
- Serves as resource and helps train appropriate staff related to UT Southwestern's ACHD Transition program, processes, and program growth, barriers, data, and education.
- Coordinates efforts with Health System Physician Referring Service, Health System liaisons, RN coordinators and clinic management to provide streamlined, efficient systems of referral.
- **Job Duties:**
  - Assists with development and maintenance of patient education material.
  - Serves as resource and helps train appropriate staff related to UT Southwestern's ACHD Transition program, processes, and program growth, barriers, data, and education.
  - Coordinates efforts with Health System Physician Referring Service, Health System liaisons, RN coordinators and clinic management to provide streamlined, efficient systems of referral.
- **Qualifications:**
  - **Education:**
    - Bachelors Degree
  - **Experience:**
    - 5yrs. experience required, preferably in cardiovascular disease management including ambulatory care.
  - Basic Life Support (BLS) certification, course accredited by the American Heart Association (AHA), or American Red Cross (ARC)
- **Salary:**
  - Negotiable
- **Work Location:**
  - General office area

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### Senior Medical Scientist

**Position:**
Senior Medical Scientist

**Responsibilities:**
- Conducts investigation of new and improved techniques in laboratory instrumentation. Responsible as a primary source of information for maintaining.
- **Job Duties:**
  - Conducts investigation of new and improved techniques in laboratory instrumentation. Responsible as a primary source of information for maintaining.
  - **Qualifications:**
    - Certification as Medical Technologist (Medical Laboratory Scientist (MLS), BB (ASCP) or SBB (ASCP)
- **Salary:**
  - Negotiable
- **Work Location:**
  - General office area

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### Instrumental Trainer

**Position:**
Instrumental Trainer

**Responsibilities:**
- Conducts training sessions and organizes.
- **Job Duties:**
  - Conducts training sessions and organizes.
  - **Qualifications:**
    - **Education:**
      - Bachelor's Degree
    - **Experience:**
      - 5yrs. experience required, preferably in cardiovascular disease management including ambulatory care.
    - Basic Life Support (BLS) certification, course accredited by the American Heart Association (AHA), or American Red Cross (ARC)
- **Salary:**
  - Negotiable
- **Work Location:**
  - General office area

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### Trainer for Academics, Research and Administrative Systems

**Position:**
Trainer for Academics, Research and Administrative Systems

**Responsibilities:**
- Responsible for developing relationships with stakeholders and staff to provide them with high-end training and development services geared towards improving UT.
- **Job Duties:**
  - Responsible for developing relationships with stakeholders and staff to provide them with high-end training and development services geared towards improving UT.
  - **Qualifications:**
    - **Education:**
      - Bachelor's Degree
    - **Experience:**
      - 5yrs. experience required, preferably in cardiovascular disease management including ambulatory care.
    - Basic Life Support (BLS) certification, course accredited by the American Heart Association (AHA), or American Red Cross (ARC)
- **Salary:**
  - Negotiable
- **Work Location:**
  - General office area

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### Project Manager, Workplace Violence Prevention

**Position:**
Project Manager, Workplace Violence Prevention

**Responsibilities:**
- Provides instruction, planning, and administration of our Workplace Violence Prevention program for UTSW. Facilitates the implementation of our Work Place Violence Prevention and de-escalation program(s) at UTSW.
- **Job Duties:**
  - Provides instruction, planning, and administration of our Workplace Violence Prevention program for UTSW. Facilitates the implementation of our Work Place Violence Prevention and de-escalation program(s) at UTSW.
  - **Qualifications:**
    - **Education:**
      - Bachelor's Degree
    - **Experience:**
      - 5yrs. experience required, preferably in cardiovascular disease management including ambulatory care.
    - Basic Life Support (BLS) certification, course accredited by the American Heart Association (AHA), or American Red Cross (ARC)
- **Salary:**
  - Negotiable
- **Work Location:**
  - General office area

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### Program Coordinator, High Risk Pregnancy

**Position:**
Program Coordinator, High Risk Pregnancy

**Responsibilities:**
- Responsible for developing relationships with stakeholders and staff to provide them with high-end training and development services geared towards improving UT.
- **Job Duties:**
  - Responsible for developing relationships with stakeholders and staff to provide them with high-end training and development services geared towards improving UT.
  - **Qualifications:**
    - **Education:**
      - Bachelor's Degree
    - **Experience:**
      - 5yrs. experience required, preferably in cardiovascular disease management including ambulatory care.
    - Basic Life Support (BLS) certification, course accredited by the American Heart Association (AHA), or American Red Cross (ARC)
- **Salary:**
  - Negotiable
- **Work Location:**
  - General office area

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### Quality Assurance Technician

**Position:**
Quality Assurance Technician

**Responsibilities:**
- Performs advanced/specialized tests and other related laboratory techniques. Reruns
- **Job Duties:**
  - Performs advanced/specialized tests and other related laboratory techniques. Reruns
  - **Qualifications:**
    - Certification as Medical Technologist (Medical Laboratory Scientist (MLS), BB (ASCP) or SBB (ASCP)
- **Salary:**
  - Negotiable
- **Work Location:**
  - General office area

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### Medical Technician (Medical Laboratory Scientist (MLS), BB (ASCP) or SBB (ASCP)

**Position:**
Medical Technician

**Responsibilities:**
- Conducts training sessions and organizes.
- **Job Duties:**
  - Conducts training sessions and organizes.
  - **Qualifications:**
    - **Education:**
      - Bachelor's Degree
    - **Experience:**
      - 5yrs. experience required, preferably in cardiovascular disease management including ambulatory care.
    - Basic Life Support (BLS) certification, course accredited by the American Heart Association (AHA), or American Red Cross (ARC)
- **Salary:**
  - Negotiable
- **Work Location:**
  - General office area

---

### Trainer for Academics, Research and Administrative Systems

**Position:**
Trainer for Academics, Research and Administrative Systems

**Responsibilities:**
- Responsible for developing relationships with stakeholders and staff to provide them with high-end training and development services geared towards improving UT.
- **Job Duties:**
  - Responsible for developing relationships with stakeholders and staff to provide them with high-end training and development services geared towards improving UT.
  - **Qualifications:**
    - **Education:**
      - Bachelor's Degree
    - **Experience:**
      - 5yrs. experience required, preferably in cardiovascular disease management including ambulatory care.
    - Basic Life Support (BLS) certification, course accredited by the American Heart Association (AHA), or American Red Cross (ARC)
- **Salary:**
  - Negotiable
- **Work Location:**
  - General office area
TRANSITION OF CARE PHARMACY TECHNICIAN

**Abilities**
- Good computer skills, including Word, Excel, Teams, etc.
- Thorough knowledge of electronic records management, storage, and retrieval systems.
- Excellent verbal and written communication skills.
- Ability to work independently.
- Ability to perform medication reconciliation activities.
- Ability to report directly to the pharmacist on service for patient-specific needs.
- Ability to prepare required paperwork for use by transplant coordinators during transplant work-up process.
- Ability to distribute paperwork as applicable.
- Ability to request and receive patient slides, imaging CDs, medical records from various outside facilities.

**Responsibilities**
- Perform the technical aspects of human tissue recovery, evaluation, and processing in accordance with the policies and procedures of Transplant Services Center and the standards of the American Association of Tissue Banks.
- Develop the skills necessary to perform the aseptic surgical recovery of ocular tissues (corneas/sclera).
- Assist with and develop skills to perform slit lamp and OCT evaluations of corneas.
- Assist with and develop skills to perform aseptic processing of corneas and sclera.
- Cornea processing includes DSAEK, DMEK, ALK, and glycerol.
- Develop the skills necessary to perform the technical aspects of human tissue recovery, evaluation, and processing in accordance with the policies and procedures of Transplant Services Center and the standards of the American Association of Tissue Banks.
- Assist with and develop skills to evaluate, process, package and label tissue allografts including split thickness skin, costal cartilage and fascia.
- Assist with and develop skills to perform the aseptic surgical recovery of ocular tissues (corneas/sclera).
- Assist with and develop skills to perform aseptic processing of corneas and sclera.
- Cornea processing includes DSAEK, DMEK, ALK, and glycerol.
- Assist with and develop skills to perform slit lamp and OCT evaluations of corneas.
- Assist with and develop skills to perform aseptic processing of corneas and sclera.
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- Assist with and develop skills to perform aseptic processing of corneas and sclera.
- Cornea processing includes DSAEK, DMEK, ALK, and glycerol.

**Other Duties**
- Performs other duties as assigned.

**UT Southwestern Medical Center**
- Committed to an educational and working environment that provides equal opportunity to all members of the University community.
- As an equal opportunity employer, UT Southwestern prohibits unlawful discrimination, including discrimination on the basis of race, color, national origin, sex, age, religion, sexual orientation, gender identity, gender expression, disability, genetic information, or veteran status.

**Conditions**
- Work is performed primarily in an office area.
- Any qualifications to be considered as equivalents in lieu of stated minimum require prior approval of Vice President for Human Resources Administration or his/her designee.

**Security**
- This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

**Job Code/Job Title**
- U5617 - Transition of Care Pharmacy Technician
- 5617 - Transition of Care Pharmacy Technician
SecurityThis position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

Salary
Salary Negotiable

Experience and Education

Associates Degree in Ultrasound Technology or Graduate of Accredited Sonography Program. Bachelor's degree preferred. American Registry of Diagnostic Medical Sonographers (ARDMS Registry) or Cardiovascular Credentialing International (CCI)

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University Classified Sal Pln

$6,003.67

$77,334.00

$28.68

SKILL

$195.61

$50,858.00

$46.71

Mainten/Craft-Skilled Craft Jr

$9,602.83

UNIV

$52,548.00

5136

$3,897.08

$140.20

6D

$4,811.17

$72,044.00

Office-Utilization Mgmt Coord

$21.11

$481.73

$125,250.00

$142,836.00

UNIV

UTILIZATION MANAGEMENT LEAD

UTILIZATION MANAGEMENT COORDINATOR

UTILITIES STATION OPERATOR/CDAS

issues. Manages consistency review process for all UR staff. Results of the reviews are provided to individual staff for input into performance evaluations. Collaborates with manager to identify trends within the department and to plan

ownership of their work processes and understand their role within the company. Helps teams to understand high-level business objectives and how their work is essential to the achievement of these objectives. Manages performance of
denials, collaborates/identifies workflow processes improvements. Assists in faxing initial, concurrent or discharge reviews to insurance companies. Documents information submitted/received by phone

Microsoft Office Suite, including Word, Excel, PowerPoint and Power BI. Strong oral and written communication skills. UT Southwestern Medical Center is committed to an educational and working

unlawful discrimination, including harassment, on the basis of: race; color; religion; national origin; sex; including sexual harassment; age; disability; genetic information; citizenship status; and protected veteran status. In addition, it is

Receives assistance in monitoring the utility alarms on campus and analyzing alarm conditions to determine course of action. Will work closely with Lead Utility Station Operators to remotely troubleshoot equipment failures. Receives

System experience required. Job Duties  1. Receives on the job instruction in operating the Central Data Acquisition System (CDAS), which consists of Energy Management Software from multiple Building Automation Systems. 2.

boilers, pumps, space temperatures, humidity, etc. Monitors critical customer equipment and freezers. Dispatch appropriate shop personnel via radio or pager to respond to alarms that cannot be controlled by CDAS. CDAS is the campus

HS (or equivalent) or related vocational school and no experience. Familiarity with the operation and maintenance of controls, air handlers, steam and chilled water air conditioning and pumps is required. Previous Building Automation or

educational and working environment that provides equal opportunity to all members of the University community. In accordance with federal and state law, the University prohibits unlawful discrimination, including harassment, on the

and analyzes alarm conditions to determine course of action. Assists in remote troubleshooting of equipment failures. Using the EMS, operators remotely monitor and control the campus air handlers, exhaust fans, chillers, boilers,

and University Hospitals call center after normal business hours. Operators will assist callers with a variety of customer requests. Records all alarm events and customer calls into the Customer Request Log for work order

Collaborate with other energy analysts and senior leadership. 6. Ensures compliance with applicable building codes and other regulatory requirements governing the provision of design services and with departmental and institutional

design. Work requires the ability to scope and estimate efforts, prioritize tasks and goals, and rapidly produce deliverables in a fast-paced iterative environment. Work requires the ability to multi-task projects of varying complexity

to all members of the University community. In accordance with federal and state law, the University prohibits unlawful discrimination, including harassment, on the basis of: race; color; religion; national origin; sex; including sexual
Job Duties: Works under minimal supervision to provide responsible and skilled technical application of policy, procedures, or practices to work problems. Work requires exposure to one or more disagreeable elements or hazardous materials, such as animal odors and contact with animals which may harbor diseases. Work requires professional working knowledge of usability testing methodologies. Work requires Agile, Scrum, Kanban experience. Working Conditions: Work is performed primarily in office.
Job Duties
1. Configure Enterprise Web Content Management System and other CRM/Marketing Automation tool workflows as necessary to meet functional design.
2. Integrate other applications with the Web Content Management System.

Requirements
- Content Management, CRM, and other relevant marketing automation tools are required.
- Recent experience as Web Application Developer/Architect with extensive experience in object oriented programming (OOP).
- Experience with front-end web development and back-end technologies.

This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

Salary
Salary Negotiable

This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

Summary
Works under moderate supervision.
WEBSITE SPECIALIST III

Job Duties:
- Daily and constant review of work orders for promotional materials such as posters, service agreements, and all other essential communication documents.
- As needed, assists with checking in patients, preparing next day patient paperwork, completing confirmation calls, etc.
- Must have 10+ years of experience in IT support, customer service, or a related field. May consider education in lieu of experience.

Duties:
- Drives to and from events SAFELY.
- Conducts pre-event inspections by reviewing the route to and from all event locations beforehand to identify any potential obstacles such as low overpasses, trees, railroad tracks, or construction.
- Skilled services and operation of a commercial vehicle ("tractor-trailer", "18-wheeler", or other similar commercial vehicle) as a mobile clinic throughout the North and Central Texas regions.
- Experience and Education:
  - High school diploma or equivalent
  - 10+ years of experience in IT support, customer service, or a related field. May consider education in lieu of experience.
WORKFORCE ANALYST - CPAS

Position Summary: Under the minimal direction of the Work Control Supervisor, the Work Control Coordinator SR facilitates the efficient operation of the Work Control Center for CPAS. The Work Control Coordinator SR communicates and coordinates information about work orders, personnel, materials, and time to accomplish project work and facility maintenance on a priority basis. The Work Control Coordinator SR also performs data entry and maintenance management system functions to support the Work Control Center. The Work Control Coordinator SR is responsible for running ad hoc queries and creating work order reports as required to manage the Work Control Center. The Work Control Coordinator SR also performs a wide variety of specialized and responsible duties independently in support of CPAS's operational requirements.

Knowledge, Skills, & Abilities:
- Ability to organize and prioritize work to meet deadlines
- Ability to manage and direct various administrative and business functions
- Strong computer skills
- Strong oral and written communication skills
- Ability to effectively explain the analytical support for performance improvement initiatives
- Ability to effectively identify process issues, determine root cause, coordinate with various contact center team members, clinical leaders, IR and other stakeholders to resolve staff requirements
- Ability to effectively communicate with various levels of internal and external contacts

Education:
- Bachelor¿s degree in Business Administration, Management Information Systems, Healthcare or quantitative field
- 5 years of experience in either healthcare data analysis or in contact center operations
- Strong knowledge of patients within a contact center environment
- A clear and working understanding of the inter-relationships between staffing, scheduling, and the contact distributions of the work product

Experience:
- Experience working with an automated or computerized maintenance management system
- May consider education in lieu of experience

Job Duties:
- Daily and constant review of work orders for proper distribution, accurate coding, and correct and compiled data
- Verifying data for accuracy, completeness and ensuring information is in compliance with established rules and regulations
- Performs other duties as assigned

Salary: Salary Negotiable

Security: This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.