



Position Title: Associate Healthcare Systems Engineer

Location: Healthcare Systems Engineering Institute, Northeastern University

Responsibilities:

As a member of the Healthcare Systems Engineering Institute (HSyE), the Associate Project Engineer's primary role is to support the operations and projects for the CMS Center. In this role, s/he will help to plan, manage, and execute CMS projects, with guidance and oversight from HSYE management.

This individual will apply industrial engineering and operations research to healthcare processes and problems, working with some of the best healthcare systems in the U.S. S/he will report to the HSYE Institute director and will work on interdisciplinary teams consisting of undergraduate coops, graduate students, clinicians, and healthcare managers. General responsibilities will include:

- Support the overall team and project needs, depending on the specific projects
- Prepare data analysis, process observation and flow mapping, with ability to apply lean/six sigma methods and tools where applicable
- Support computer simulation, linear programming, queuing analysis, scheduling, staffing, and supply chain management projects
- Assist with preparing project reports and develop professional presentations
- Gain responsibility for certain aspects of each project
- Provide general ad hoc support for projects and support other Institute and Center needs as they arise

Qualifications:

Bachelor's and/or master's degree or the equivalent in industrial engineering or related field, with 1-3 years of experience managing and/or supporting high profile projects for an established organization. Prior healthcare industry exposure/experience is preferred, but not required.

- Must be able to manage multiple programs/projects simultaneously with ease and efficiency, and produce quality results in a fast paced environment
- Think and work independently and analytically on assigned projects to meet milestones and action items
- Effective time management, highly organized, and detail oriented
- Superior communication, planning, and client service skills
- Demonstrated integrity, dependability, sound judgment, teambuilding and resourcefulness to establish and maintain collaborative, positive, and effective working relationships with multiple and diverse constituency groups, e.g., HSYE management, faculty, staff, and students as well as with health industry partners and advisors
- Ability to listen carefully to understand, respond, and problem-solve efficiently and effectively to address concerns and interests of the HSYE Institute, CMS Center, related projects, and health system constituents
- Strong computer skills, especially in MS Office suite products, e.g., Word, Excel, and PowerPoint.