



Employment Opportunity for: Project Analyst

Position Purpose

The Project Analyst will work closely with members of the project management office and other MiHIN staff, overseeing the details and handling the technical and planning issues that may arise on different technical and healthcare-related projects overseen by the department.

The Project Analyst will receive assignments from the Project Manager. The Project Analyst will work with the project team, making sure to meet the demands set forward in the calendar and within budget. This will include tracking budget and forecasting financial needs of the work to be done. The Project Analyst will also be responsible for evaluation and monitoring; including creating charts, tables, and diagrams to represent project work from collected data.

To support project delivery processes at MiHIN, the Project Analyst will help attain resources, coordinate internal MiHIN team members and third-party contractors and/or consultants, as well as supervise any student interns. Project work may also include the identification, assessment, and communication of project risks and regular communication with the executive management team about the project's status.

Essential Functions and Basic Duties

- Routinely communicate project status, resource utilization and high level project schedule to executive management and related project team members
- Facilitate documentation of requirements from internal and external stakeholders to ensure commitment and understanding of scope by all participants
- Day-to-day management of certain projects including initiating, coordinating, scheduling, preparing agendas, tracking follow-up actions and documenting meeting activities
- Present data collected in a project in unique and easy-to-read charts, tables, or diagrams
- Ensure that necessary parties (staff, vendors and stakeholders) are included to accomplish the meeting agendas, goals and the project's milestones or deliverables
- Work with participating organizations and the State of Michigan as appropriate to serve as the primary day-to-day contact to facilitate communication and coordinate project activities
- Assist in the development of use case documents with appropriate MiHIN directors, team members or operations advisory committee/working group
- Effectively communicate and respond via email, telephone and formal writing



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- Document project status in online tools such as Basecamp or EGrAMS as appropriate
- Attend/participate in weekly project management calls, stakeholder roll calls, staff roll calls and related project meetings as directed

Required Qualifications

- Bachelor's Degree or Master's degree
- One to five years of experience in a field related to healthcare management, evaluation, research, healthcare technology and/or project management.
- Excellent communication skills (written and verbal English) and organizational skills with high attention to detail and task completion orientation
- Ability to work independently or under supervision, and to multi-task when several work products are required
- Knowledge of MS Office Products including, but not limited to Word, Excel, PowerPoint, and Outlook
- Prior background or exposure to data analysis, health information technology, health information exchange, and federal HIT programs will be extremely helpful

Position Reports to: Project Manager

Supervisory Role: May lead, direct, and supervise the work of others, including possibly interns.

Job Location: East Lansing, MI

What is MiHIN?

The Michigan Health Information Network Shared Services (MiHIN) is Michigan's state-designated entity to improve health care quality, efficiency, and patient safety by sharing electronic health information statewide, helping reduce costs for patients, providers, and payers. MiHIN is a non-profit, public-private collaboration that includes stakeholders from the State of Michigan, Health Information Exchanges that serve Michigan, health systems and providers, health plans/payers, pharmacies, and the Governor's Health Information Technology Commission.

Our Culture:

MiHIN provides a stimulating, high-energy environment for a wide variety of talented people who are making a positive improvement in health care. We're working to build a healthier future for the state of Michigan, and we are always looking for motivated, bright, efficient professionals and interns to help advance our goals for sharing health information in ways that reduce costs and improve outcomes.



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Our Benefits:

MiHIN's health benefits are incredibly generous and quite rare in today's job market. At this time our employees realize little to no out-of-pocket expenses for excellent coverage. MiHIN covers 100% of the cost of premiums so there are no deductions from paychecks for insurance. MiHIN currently also contributes to a health savings account to cover the full or partial amount of the annual health insurance deductible. That means MiHIN currently covers the cost of premiums *and* the full or partial cost of the health insurance deductible, to minimize or completely eliminate employee out-of-pocket expenses.

Application Instructions

- Please email cover letter, resume, and three full references to jobs@mihin.org for consideration
- Review will begin immediately as qualified candidate applications are received and will continue until the position is filled

Notice

MiHIN does not discriminate in employment against persons based on age, color, disability, gender, gender identity/gender expression, genetic information, familial status, height, marital status, national origin, political persuasion, race, religion, sex, sexual orientation, veteran status, or weight. Applicants must be legally permitted to work in the United States and have the ability to pass a background and history check in keeping with federal and state regulations.