**JOB ANNOUNCEMENT**

**Program Manager, Cancer Surveillance Operations**

**New Jersey State Cancer Registry**

The Rutgers Cancer Institute of New Jersey is seeking a Program Manager of Cancer Surveillance Operations to serve in a leadership position at the New Jersey State Cancer Registry.

The Program Manager is responsible for the management and oversight of the Registry’s day-to-day operations, including management and supervision of 20+ staff; overseeing the data collection and processing of more than 200,000 source records per year and ensuring ongoing quality assurance activities for New Jersey’s average annual caseload of approximately 60,000 cancer cases. The Program Manager assists the Director in strategic planning, policy development, fiscal and human resource management, and other administrative duties; ensures compliance with state and federal reporting requirements for the collection of cancer data; works with local providers, registrars, hospital representatives, and other state and national agencies including SEER, NPCR, and NAACCR to ensure that the highest quality cancer surveillance data are collected in a timely and effective manner and in compliance with national data quality standards; directs the establishment of an integrated statewide quality assurance and education program; develops and implements new methods to facilitate the efficient processing of cancer surveillance data including new methods of electronic data collection and use of bioinformatics tools; and, provides content expertise and assistance in support of special epidemiologic studies that use New Jersey State Cancer Registry surveillance data for research.

The Program Manager will also play a vital role in fostering key relationships and developing novel methods and processes that will contribute to the success of the State’s Center for Excellence for Cancer Surveillance. This Center for Excellence is a collaborative partnership between the New Jersey State Department of Health and the Rutgers Cancer Institute of New Jersey, the state’s only NCI-designated Comprehensive Cancer Center. Under joint leadership, the Center for Excellence for Cancer Surveillance establishes a foundation for the advancement of cancer research in the State of New Jersey. The Center will foster exploration of novel approaches to etiological investigations of cancer and provide resources for the conduct of statewide population-based studies that complement cancer control and prevention activities in the state of New Jersey.

**Requirements**: Bachelor’s Degree (Master’s Degree preferred) in Health Information Management, Public Health, Business Administration, or related field. At least six (6) years of demonstrated progressive experience in cancer registry management and operations. Must be a licensed CTR (Certified Tumor Registrar). Demonstrated knowledge and expertise of cancer surveillance statutes as well as data collection methods and management in conformance with national standards and cancer surveillance best practices. Prior experience working in registries that are part of the SEER Program strongly preferred. Experience with PostgreSQL or relational database management preferred. Outstanding human relations and leadership skills and ability to function in a team environment required. Prior experience dealing with human resources and personnel issues and ability to facilitate superior performance in a unionized environment preferred. Equivalent education, experience and/or training may be substituted for the degree requirement.

**To apply visit** [**https://jobs.rutgers.edu/postings/118377**](https://jobs.rutgers.edu/postings/118377)**.**