UCLA Center for World Health: Education Coordinator

The UCLA Center for World Health (CWH) is a new Center at UCLA and is a joint initiative of the David Geffen School of Medicine and the UCLA Health System. The Center will serve as a “center of gravity” for the range of world health activities in the School of Medicine and the Health System. The Education Program of the Center for World Health provides UCLA medical students, residents, post-doctoral scholars and faculty with the highest quality global training opportunities.

Description of the Position

• The CWH Education Coordinator (EC) will coordinate and oversee the management of all education programs under CWH.
• The EC will work closely with the leadership of CWH to serve as a senior member of the CWH education program team to manage, support, and develop the intellectual framework and curriculum of the CWH education program, including the management of all activities related to the:
  o Global Health Senior Clinical Elective;
  o Global STTP elective;
  o Global Health Pathway;
  o Global Health Selective;
  o Global Health Journal Club and Speaker Series;
  o Independent global health students;
  o Global health residency programs;
  o Pre-and postdoctoral programs including SAPHIR, T32s, GloCal/Fogarty Global Health Fellows;
  o Other global health training opportunities at UCLA.
• In addition to managing the education programs, this position will also be responsible for:
  o Program and leadership planning meetings,
  o Management of project calendars, timelines, tasks and program budgets; overseeing program evaluation;
  o Creation and management of all education-related sections of the CWH website; supporting fundraising efforts;
  o Acting as liaison to build relationships with key personnel at partner organizations (campuswide, nationally, and internationally);
  o Liaising with the Office of Student Affairs.

Qualifications Desired

• Master’s degree in Public Health, Education, or Public Policy; or equivalent work experience.
• Minimum of 5 years' experience in program management.
• Demonstrated ability to manage complex programs, particularly educational programs and particularly educational programs focused on health and medicine.
• Demonstrated ability to design and conduct comprehensive program evaluations, perform quantitative and qualitative data analysis, provide clear interpretations.
and explanations of results, and recommend actions relevant to program goals and needs.

- Demonstrated ability to establish and develop collaborative working relationships with members of other campus departments and representatives of off-campus entities such as international program sites.
- Ability to interpret and implement University policies and regulations related to all Program areas, including student affairs.
- Demonstrated ability to develop and manage a program budget and track and reconcile all program expenditures, including purchasing of supplies, travel and accommodations, educational site fees and international wire transfers.
- Exceptional writing skills necessary to prepare materials for global health academic programs, public presentations, formal administrative reports, and other communications, often under severe time constraints.
- Experience with funding proposal development and donor relations.
- Exceptional interpersonal skills necessary to interact effectively, diplomatically, and cooperatively with high volume of administrators, faculty, staff members, students, and international partners, including VIPs, as well as potential donors.
- Ability to work highly independently, organize work (both electronically and paper files) with extreme attention to detail and accuracy; demonstrated skill in assessing timelines and coordinating numerous assignments and projects simultaneously under heavy and fluctuating workloads and conflicting deadlines.
- Demonstrated ability to multi-task and expertly manage a high work load with competing priorities and deadlines in an environment with several key stakeholders.
- Experience with supervision and mentorship of staff, volunteers, and/or fellows.
- Knowledge and understanding of educational theories and student development.
- Basic understanding of the principles of health research.
- Familiarity with university policies and procedures and Federal and state laws with regard to confidentiality of student records.
- Experience with website management and maintenance and ability to organize and create web content including complex databases, and review frequently for improvements and updates.
- Advanced-level skill in operating personal computer in a LAN environment, using Windows software including word-processing, spreadsheet, presentation, database, scheduling applications, electronic mail, and web browsers.
- Advanced-level ability to conduct web-based and library research to assist in the development, design, and implementation of global health educational programs, including advanced skill in using PubMed and other health science databases.
- Solid experience and knowledge of global health and international medicine issues, such as (but not limited to) maternal and child health, pediatrics, infectious diseases, HIV/AIDS, tropical medicine, non-communicable diseases, poverty and nutrition, women’s health, mental health, etc.
- Fluency or proficiency in a foreign language, particularly Spanish, Portuguese, Mandarin, French, and/or Arabic preferred but not required.