

Duke University School of Nursing (DUSON)

Job Description

HR Title: Program Director

Working Title: Program Director, Global Health Affairs

Job Code: 1435

Job Level: 13

Position Summary

The program director will provide administrative direction to the Global Health Program including the development, management, and evaluation of all operational, communication, and marketing processes. The program director will provide logistical leadership in planning and facilitating global health collaborations and activities. The program director acts as the liaison to the global health advisory board. The program director will ensure that processes are compliant with DUSON and Duke Health policies and procedures and meet external regulatory requirements. The program director will provide budgetary oversight and be accountable to the Associate Dean for Global and Community Health Affairs

Supervisor

The position reports to Associate Dean for Global and Community Health Affairs.

Position Responsibilities

1. Coordinate and participate in meetings with faculty members to identify innovative global programming; develop objectives, implement, and evaluate opportunities for education, research, and service to support global engagement and programming. Develop evaluation methods for tracking program outcomes and to measure program impact.
2. Develop and implement program protocol, procedures, and operating policies. Revise these protocols, procedures, and operating policies as necessary.
3. Prepare applications for grants and contracts to include development of budgets; administer departmental grants and contracts in accordance with University policies and sponsors' requirements regarding records, reports, controls, and conditions governing expenditures of funds.
4. Coordinate arrangements for special programs such as speaker series to include inviting appropriate speakers or other participants, arranging schedules, facilities, and publicity, and ensuring necessary financial arrangements.
5. Prepare brochures, bulletins, and other publications to describe the program's global goals and programming, and events such as conferences and special programs; publish, develop, and implement other communications vehicles such as newsletters to include compiling news and educational articles of local interest; write and edit text and coordinate printing and mailing or distribution.
6. Maintain liaison with outside educational and professional organizations and agencies to explore implementation of specialized programs at Duke and to encourage participation in specified programs.
7. Coordinate the compilation of and prepare operational and financial reports and analyses setting forth progress, adverse trends, and appropriate recommendations or conclusions.
8. Correspond with interested students, scholars, researchers, and faculty and other universities to provide information concerning activities, policies, and procedures of the program. Prepare budgetary recommendations for fiscal year requirements; monitor, verify and reconcile expenditure of budgeted funds. Prepare final reports, including detailed budgets, of global program offerings.
9. Support the planning, establishment, and evaluation of an advisory board, including its overall structure, membership, member engagement, and procedures.

10. Serve as the official DUSON Representative to Duke Visa Services for DUSON faculty and staff related issues.

11. Perform other related duties incidental to the work described herein.

The above statements describe the general nature and level of work being performed by individuals assigned to this classification. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so classified.

Position Requirements

Education/Training

Work requires communications, analytical and organizational skills generally acquired through completion of a bachelor's degree program. An advanced degree is preferred.

Experience Job Requirements

Work requires the ability to plan and administer programs and direct program activities within a specific functional area, generally acquired through four years of related experience in complex organizations including global settings.

Skills

The candidate must have working knowledge of immigration laws, regulations, and visa policies/procedures or be able to demonstrate attainment within the probationary period of employment. Responsibilities of position may require after hours and weekend work as well as international travel.

Demonstrated ability in program development, management, and evaluation.

Strategic thinker with strong interpersonal skills, including ability to work as a team member and leader with individuals and groups from different cultures.

Demonstrated ability to manage multifaceted programs.

Ability to prioritize ongoing and deadline-based tasks, and to work with shifting priorities and schedules.

Excellent written and verbal communication skills.

Demonstrated commitment to equity, diversity, and inclusion.

Proficient in Microsoft office programs.