

Duke University School of Nursing
Job Description

Current HR Title: Manager, International Programs
Current Position Title: Senior Manager of Global Academic Programs & Partnerships
Job Code: 2917
Job Level: 12
Update: December 4, 2018

General Purpose

This position works in the Office of Global and Community Health Initiatives (OGACHI) within the Duke University School of Nursing (DUSON) to design, develop and implement global clinical immersion experiences and related academic activities that support the integration of global health concepts throughout the curriculum across academic programs (ABSN, MSN, DNP, PhD). The position provides comprehensive administrative leadership, logistical coordination, budgetary oversight, and ongoing support to international projects that involve the deployment of students and/or faculty on short-term and long-term basis to fulfill a particular scope of work for which a memorandum of understanding or clinical affiliation agreement is established. The position works closely with key internal and external stakeholders to develop and implement programs, mitigate risks, establish and expand global partnerships, manage day-to-day operations and prepare nursing students and clinical instructors for cultural immersion.

The position reports to the Director of Global Academic Programs and Partnerships.

Essential Duties

- I. Independently coordinates the global academic/cultural immersion experiences (55%).
 - a. Works collaboratively with faculty, OGACHI, and academic leadership as well as international partner to design and administer global clinical immersion experiences and other activities; plan global placements for the academic year including the anticipated number of student travelers, dates, length of experience; and review of the process for coordination between academic affairs and OGACHI.
 - b. Provides leadership and coordination of global academic experiences in accordance with approved objectives and expected outcomes; oversees and coordinate details of the experience including: recruitment, orientation/debriefing (student and clinical instructor), logistical coordination, site development, contractual agreements, travel arrangements, lodging, local transportation, food and beverage, cultural enrichment activities, liability/insurance, immunizations and health preparedness, travel registries, payments and fees, post trip debrief, evaluation, ongoing process improvement.

- c. Revises, as necessary, and implements academic/non-academic unusual occurrences protocols across global experiences, coordinating communication between sites, students, risk management and international travel office. Ensures that emergency and evacuation protocols are in place and known by all travelers.
- d. Manages expenses associated with global clinical immersion experiences to ensure cost-effectiveness; reconciles receipts and expenses for global clinical immersion trips; and prepares final budget report by site and term (month/year) to allow trending of data.
- e. Implements, monitors, and assesses effectiveness of global activities; facilitates ongoing evaluation and process improvement of all GCIE related procedures, policies, and forms.
- f. Work sclosely with the Business Office and Financial Aid to manage and monitor the Cullman Foundation Nursing Scholarship awards.
- g. Produces reports on an annual basis of all international academic/cultural immersion experiences, collecting all relevant data. Ensures the reports prepared for OGACHI are thorough, high quality and reflect stated requirements and timetables.
- h. Serves as the official OGACHI representative attending DUSON and campus wide-meetings related to global health, as requested by Associate Dean for Global and Community Health Initiatives (Duke Global Directors, DUSON Administrators); relay information, updates, decisions or concerns.

II. Collaborates to support global clinical site development/maintenance and partner recognition (15%).

- a. Works collaboratively with the Director of Global Academic Programs and Partnership to assess existing and newly emerging partnership locations.
- b. Supports the Associate Dean and/or Director of Global Academic Programs and Partnerships in the development of new projects/immersion options including the maintenance of an up-to-date master list of global Memoranda of Understanding and Clinical Affiliation Agreements.
- c. Manages global partner recognition and rewards program.
- d. Conducts site visits, in consultation with Associate Dean for Global and Community Affairs and/or the Director of Global Academic Programs and Partnerships; organizes periodic program reviews with designated faculty or senior-ranking administrators as needed
- e. Demonstrates cultural awareness and sensitivity in working with partners worldwide to facilitate working processes, procedures, and protocols and execute experiences/projects;

III. Ensures transparent and effective financial and administrative management (10%).

- a. Promotes organizational effectiveness through relationship building, both internally in OGACHI/DUSON and Duke University and externally.

- b. Participates in planning the annual departmental operational budget, monitors expenditures and reconciles expenses with the business office in a timely manner.
- c. Manages budget allocations and facilitates the expenditure of allowable costs associated with global clinical immersion experiences in accordance with University guidelines.
- d. Conducts an annual GCIE cost analysis to ensure that program fees paid by students adequately cover trip-related expenses.
- e. Ensures that payment for rendered services are appropriately deposited and distributed in accordance with University, School and/or departmental policies.
- f. Serves as liaison to facilitate faculty, staff and student awareness of Duke/DUSON/OGACHI policies and procedures and resources to support global activities.

IV. Supports the innovation and development of global health and nursing programming (15%).

- a. Promotes global and community health concept curriculum integration; supports interested faculty in new program development process.
- b. Identifies funding opportunities to support global programming; facilitates linkages with various offices in the development of grant submissions.
- c. Manages annual Curricular Infusions Grants process.
- d. Engages in the promotion and marketing of programs; oversees web and print publications of promotional materials.
- e. Facilitates the activities of the OGACHI advisory board in collaboration with the Associate Dean for Global and Community Affairs and/or the Director of Global Academic Programs and Partnerships and Director of D-CHIPP
- f. Participates in strategic planning activities related to the work of OGACHI.

Other Duties as Assigned (5%)

Qualifications & Skills:

- A. Bachelor's degree in business, management, education, social sciences, or other related disciplines is required with Master's preparation or higher preferred. A work history of a minimum of 3 years in positions of responsibility requiring planning, organization and management in complex organizations is essential. Evidence of budgeting, excellent written and spoken communication skills, effective interpersonal skills, teamwork and capability in program development, project management and the development of guidelines and protocols are necessary. It is desirable that applicants have experience working with international organizations and agencies and be knowledgeable about international travel. The successful candidate must demonstrate ability to work independently and in teams to effectively operationalize the responsibilities of this position.

- Bachelor's degree is required with Master's preparation or above preferred. Strong candidates will have a degree in global health, public health, international development, public policy, organizational development or education (or an equivalent combination of relevant education and/or experience).
- Minimum of five years of progressively responsible professional experience in education. Strong candidates will have experience in global health, health research, international education, public policy, international development, or related area (or an equivalent combination of relevant education and/or experience).
- Proven record of working in a team-oriented, dynamic, fast-paced environment
- History of commitment to working with students, supporting their development, and facilitating their success.
- Significant experience or expertise in project management, organization, and communication skills (oral and written).
- Strong candidates will have experience living, working, or studying in international or cross-cultural settings.

Position is based in Durham, NC. Some domestic and/or international travel is expected.