

**Director Global Health**

**Job Description**

At DMU you will make a meaningful contribution to the dynamic future of Medicine and Health Sciences. DMU is seeking a Director of Global Health. In this role the Director will manage the development and implementation of global experiences for graduate students and faculty as aligned with the Des Moines University strategic plans. In particular, the Director will develop, implement, and manage global health relationships, student trips and rotations and virtual global health experiences for all DMU programs. The Director supervises the Global Student Experiences Specialist, TA, and work study students.

**Essential Duties and Responsibilities:**

International Partnerships

* Responsible for the development, maintenance and growth of international partnerships, including international site visits, agreements, and exchange programs.
* Perform site visits to international sites on a scheduled cycle. (approximately 2-4 international trips per year)
* Continuously evaluate all global health programs using surveys and interviews and implement changes and improvements when needed

Student Support

* Promote global health opportunities and the application process to students in all colleges.
* Manage exchange programs with partner universities including hosting international medical students in Des Moines for observerships at local hospitals and clinics. This includes overseeing logistical support, arranging accommodations, orientation, and oversight of activities.
* Manage risk and evaluate safety associated with global activities and work with other University offices to continually improve safety protocols
* On call for emergencies
* Serves as the advisor for the Global Health Student Club

Administrative Tasks

* Oversee budget for Global Health Department, including Global Health donor funds.
* Manage Terra Dotta software account; use Terra Dotta to track the application process for all student, faculty and staff travel.
* Manage the student pre-departure processes, course registration, and faculty training related to all global health programs.

University Collaboration

* Promote and develop faculty involvement.
* Manage partnerships with universities, service providers, community collaborators, industry experts, students, faculty and other stakeholders.
* Represent Global Health at various university and community events.

Misc

* Attend national or international conferences related to international education, such as NAFSA.
* Participate in and successfully complete all University required training including, but not limited to discrimination/harassment and code of conduct.
* Performs other job related duties and special projects as assigned.

**Supervisory Responsibilities:**

* Participate in and successfully complete all University required training including, but not limited to discrimination/harassment and code of conduct.
* Performs other job related duties and special projects as assigned.

**Education and/or Experience:**

* Masters degree required in international education, international relations, international business, international public health or other related field.
* 1-2 years of experience in student services, program development, international programs, study abroad, or other related field required.
* Experience working with grad students preferred.
* Experience living, working, and/or studying abroad preferred.

**Essential skills:**

* Strong intercultural competence.
* Knowledge of international education and adult learner theories.
* Excellent written and verbal communication skills, particularly in an intercultural setting.
* Excellent organizational and analytical skills with strict attention to detail.
* Proficiency in Microsoft Office including PowerPoint and Excel.
* Proven ability to create and manage program budgets.
* Proven ability to integrate ideas and concepts and coordinate across multiple offices.
* Proven ability to make effective use of time, plan ahead, and coordinate multiple projects.
* Friendly, flexible, respectful, service-oriented manner.
* Ability to work effectively and collegially as part of a team; ability to take direction and incorporate feedback.
* Ability to work independently with minimal supervision.
* Ability and willingness to work evenings and weekends, and to travel both abroad and domestically as required.
* Ability to work with senior executives, international partners, and University faculty.
* Willingness to support the strategic direction of the Program and all policies related to Global Health.
* High level of enthusiasm for and commitment to Des Moines University and the Office of Global Health.
* Commitment to diversity and inclusivity.

**Department: Global Health**

**Status:  Exempt**

**Work Schedule:  Monday through Friday, 8:00 AM – 4:30 PM**