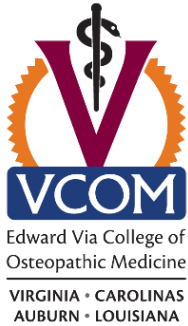


Position Description



Job Title: Director for International and Appalachian Outreach Programs	
Department: International and Appalachian Outreach	Date: August 23, 2022
FLSA: Non-Exempt	Work Location: Louisiana Campus
Employee Category: Administrative Staff	40 hours per week is expected. Most weeks the work schedule is: M-F, 8 am – 5 pm, however when outreach trips require, weekend work or international trips may involve weekends and/or evenings.
Reports to: Vice Provost for International & Appalachian/Delta Community Outreach	Percent Employment: 100%
Direct Reports: None	

I. **Job Summary:**

This position provides coordination of VCOM's international and Appalachian outreach activities on the Louisiana campus, reporting to the Vice Provost for International and Appalachian Outreach, and in some instances for Appalachian and Delta Outreach, the Campus Dean. The Director is primarily responsible for coordinating all documents, preparation, and coordination of international and local outreach trips and follow-up. The Director assists with the coordination of other departmental activities such as meetings, communications, and assisting with some research data and evaluations.

II. **Job Duties:**

1. **Director duties for international medical outreach trips for the VCOM**

Louisiana Campus: Responsible for:

- a. **Trip sign-up and registration**
- b. **Organizing Introduction to International Trip and Orientation meetings, and all educational materials and sign-up documents (trip descriptions, waivers, etc.) for students**
- c. **Collection of student fees and applications**
- d. **Trip registrations for the Louisiana Campus**
- e. **Participation in all Louisiana trips and trip planning**

Other specific activities include but are not limited to orientation to trips, coordination with in-country staff including trip preparations and transportation to and from the airport, trip housing/rooms, and other trip logistics. Coordination of all post-trip information including trip summaries, financial reports, and data-entry.

2. **Teaching and Education responsibilities:**

This position includes a specialization in education to assume leadership for a variety of programs in education

- a. **VCOM's Medical Spanish** – Coordinate this course with the Louisiana Spanish Club leaders and arrange the workshops on medical Spanish throughout the year and participation sign-ups prior to outreach trips.
 - b. **Supervision of Interns in International Office** – when students are available for internships, assist in recruiting and selecting ULM and other university undergraduates for semester internships in the International Office and supervise their activities.
 - c. **College Service** – based on qualifications of successful candidate, participate in committees, campus events (such as open house, Accepted Students Day, graduation, and orientation) representing the International Outreach department at Open House activity and others.
 - d. **Global Seminar** – assist the Vice Provost with coordinating the Global Seminar for Health and Environment to be provided via ZOOM with VCOM campuses and medical schools in partnering countries. Activities include working with participating institutions; manage course materials, video conferencing and other activities associated with the 12 - 14 week elective Global Health Course and the on-line International Infectious Disease Course.
 - e. **Other Duties as assigned** – assist with workshops, staff retreats and other activities of the Division or of an educational nature.
3. **Assist the Chair for Rural Primary Care in the coordination of Appalachian and Delta Outreach Programs for the VCOM Louisiana Campus** – prepare equipment and supplies for outreach; work with lead doctors to prepare necessary paperwork for outreach trips; participate in activities to assist with logistics on site on major events.
 4. **Coordinate the departmental faculty and student research in International and/or Appalachian/Delta outreach.** The successful candidate will also assist, in the coordination of international outreach research programs assuring a minimum of one faculty member for each 4 to 6 students on group projects.
 5. **Coordinate the development of the International Outreach Faculty and VCOM students to develop professional papers and/or studies for international research and/or Appalachian and Delta research** including but not limited to: conference presentations, posters and articles, and development/submission of professional papers; complete other research-related items as necessary. Activities may also include outcomes for publication and/or program development. Papers and research will require work with the College Vice Provost for International, Vice Provost for Research, and others including the biostatistician as to design, analyses and production of research and project reports that may include use of SPSS and other statistical analyses packages.
 6. **Coordinate departmental communications and publicity activities** – assist the Vice Provost and work with VCOM Marketing and Development and Alumni Relations to shape departmental PR and fundraising communications including

producing publications, press releases, event summaries, thank you notes, communications to alumni, and other items as necessary.

7. **Perform other duties as assigned.**

III. **Required Qualifications:**

Education: Master's degree preferred or Bachelor's Degree with a willingness to participate in an on-line Master's Degree program offered through a VCOM-chosen institution that will be equivalent for VCOM experience

Licensure or certification: None

Experience with coordinating international activities

Preference given to Spanish speaking person.

Other skills important to this position:

- Spanish language proficiency
- Ability to multitask and organize large groups around activities
- Good organizational skills
- Excellent interpersonal and communications skills
- Well-developed oral and written communication skills including editing and publishing experience
- Experience with (or willingness to train in) SPSS software
- Video conferencing equipment and software
- Strong team player
- Commitment to company values
- Basic computer proficiency
- Research and evaluation skills

Preferences for applicants who have a graduate degree (Master's Degree) in Public Health, Nursing, Biomedical Sciences (including MPH) Research or related field.

The successful candidate will be subject to a criminal history background check. Regular and reliable or predictable attendance is an essential function of the job.

IV. **Working Conditions and Efforts:** The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands: While performing the duties of this job, the employee will be occasionally required to sit; use hands and vision for office equipment, such as computers; talk or hear; and handle moderate telephone usage. The employee must be able to lift and/or move a minimum of 50 pounds.

Work environment: Office environment. Outside travel required up to 20% of the time. The noise level in the work environment is usually minimal.

This position is classified as a exempt position because it does require that the candidate/employee to often exercise independent judgment and discretion regarding matters of significance.

Employment with VCOM is “at-will”. This means employment is for an indefinite period of time and it is subject to termination by the employee or by VCOM, with or without cause, with or without notice, and at any time. Nothing in this position description or any other policy of VCOM shall be interpreted to be in conflict with or to eliminate or modify in any way, the “at-will” employment status of VCOM employees.

- V. VCOM core values:** The employee is expected to adhere to all VCOM policies. As the environment is a professional college, VCOM faculty / staff are expected to dress and behave in a professional manner at work and/ or in the community. VCOM faculty / staff are expected as VCOM employees, to be a person who obeys all laws and professional expectations of an upstanding citizen of the community. VCOM expects all employees to maintain a positive attitude in all working relationships with all VCOM departments, employees, medical students, prospective medical students, interns, and residents and to treat all other engaged in the duties of the employment, with mutual respect.

I am notified that the College is an equal opportunity employer and does not discriminate on the basis of age, sex, sexual orientation, ethnicity, religion, or disability.

I have been made aware of the College’s most recent campus safety report, the location of the college policies and procedures document, and the appropriate handbook for my position. I recognize my responsibility to be aware of the policies and procedures and I am in agreement to follow the policies and procedures as written.

I have read and understand this explanation and job description. I also understand that the job duties and description or the existence of the need for the position may be changed at any time as required by the College where growth of the institution or change in direction for the institution may change the duties of my department or the need for the position.

Employee Signature: _____ Date: _____

Approvals:

Division Officer: _____ Date: _____

Dean: _____ Date: _____

President: _____ Date: _____