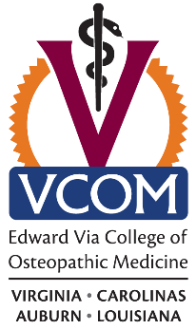


Position Description



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| Job Title: Director for International and Appalachian Outreach Programs | |
| Department: International and Appalachian Outreach | Date: May, 2024 |
| FLSA: Exempt | Work Location: Carolinas Campus |
| Employee Category: Administrative Staff | Work Schedule: 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 Carolinas 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 Carolinas 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 Carolinas Campus
- e. Participation in all Carolinas trips and trip planning
- f. Clearing of all students for trips through meeting with the Assoc. Dean Pre-clinical years, The Assoc. Dean Student Services, and CIFSS Directors (academic and counseling) when providing approvals.

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 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 other university undergraduates for a semester internship 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) Represent 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-to-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 Carolinas 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 outreach or for Appalachian and Delta outreach from time to time.** 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** 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 Vice Provost for International and Appalachian Outreach, 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:

- Proficient Spanish language required
- 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 an 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.