



## Position Description

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| <b>Job Title:</b> Director for International Outreach Programs                             |                                                                                                                                                                                                        |
| <b>Department:</b> International Outreach                                                  | <b>Date:</b> August 10, 2026                                                                                                                                                                           |
| <b>FLSA:</b> Non-Exempt                                                                    | <b>Work Location:</b> Carolinas Campus                                                                                                                                                                 |
| <b>Employee Category:</b> Administrative Staff                                             | <b>Work Schedule:</b> 40 hours per week is expected. Most weeks the work schedule is: M-F, 8 am – 5 pm, however during international outreach trips, work hours will require weekends and/or evenings. |
| <b>Reports to:</b> Vice President for International & Appalachian/Delta Community Outreach | <b>Percent Employment:</b> 100%                                                                                                                                                                        |
| <b>Direct Reports:</b> None                                                                |                                                                                                                                                                                                        |

### I. **Job Summary:**

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

### II. **Job Duties:**

#### 1. **Director for International Medical Outreach Trips for the VCOM Carolinas Campus responsibilities:**

This position requires the Director to lead international medical outreach trips either solely on an individual campus outreach event or in collaboration with one of the other Directors of International Medical Outreach at a fellow VCOM campus.

- a. Leadership of all Carolinas international outreach trips and planning
- b. Ordering all medications, medical supplies and equipment as instructed by the Vice President of International Outreach. The director is responsible for inventorying these items to provide accurate records and maintaining the supply as instructed.
- c. Recruit all faculty preceptors, alumni preceptors, medical students and volunteers
- d. Coordinate with our non-profit host organizations to complete all legally required documentation for physician/pharmacist/allied healthcare personnel credentialing (CV's, passports, license verification, and other required forms), medical student and volunteer participation (CV's, passports, and other required forms)
- e. Coordinate with our non-profit host organizations to complete all legally required documentation for clearance of customs with the medications, medical supplies and equipment

- f. Manage all logistics of international travel to include securing group flights as well as lodging, meals, and transportation internationally during the outreach trip if not done by our non-profit host organization for the students, faculty, alumni and volunteers
- g. Chaperone and travel with the students to the international outreach site for all Carolinas campus trips (minimum 4 weeks per year). On the day of travel, take responsibility for all logistics and managing of unforeseen circumstances as directed by the Vice President for International Outreach
- h. Prepare all printed materials for the students, faculty, alumni and volunteers to include in their informational binder or folder
- i. Along with the Vice President of International Outreach, organize and facilitate clinical activities during the mission trip being responsible for clinic set up, patient flow and patient registration
- j. Responsible for organizing and facilitating medication pill packing along with faculty and alumni physicians and our pharmacists
- k. Responsible for coordinating and facilitating meetings during the mission trip to include the first day's orientation and post clinical debriefs
- l. Enforce VCOM policies and procedures with the medical students, faculty and alumni physicians and volunteers during the mission trip escalating any unresolved matters to the Vice President of International Outreach or Campus Dean if accompanying the trip
- m. Coordinating with our non-profit host organization to obtain medical interpreters and on the day of clinical activities, assigning and managing them to ensure proper coverage of our medical students, physicians and pharmacists
- n. Participating in the selection process of medical students during the yearly application cycle for international outreach trips. Responsible for all application documents, timelines and coordination among the selection committee. Promotion of the program through Introduction to International Trip and Orientation meetings with students, and sign-up documents (trip descriptions, waivers, etc.) for students.
- o. Collection of student fees, applications and registration for the Carolinas Campus
- p. Organizing and conducting all pre-trip participation orientation meetings
- q. Coordination of all post-trip information including trip summaries, financial reports, and data-entry.

## 2. **Departmental Academic Responsibilities:**

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

- a. Medical Spanish Workshops – Coordinate workshops on medical Spanish and participation sign-ups with the Carolinas Hispanic Community Members Outreach Club leaders throughout the year prior to outreach trips.
- b. Supervision of Undergraduate Interns in International Office – Assist in the recruiting and selection of undergraduate students from the partnering Universities for semester-long internships in the International Office. Supervise and assign their activities during the internship in accordance with

the developed course syllabus keeping a record of their performance for evaluation at the end of the semester.

- c. Educational and Preparatory Modules – Responsible for assisting in the development and maintaining of pre-trip educational/preparatory modules to better prepare the medical students for their international outreach mission trip and/or rotation
- d. Public Health Initiatives and Patient Education – Assist in the development, coordination, facilitation of public health initiatives as designed by faculty and/or medical students under faculty supervision as well as patient education materials at our international sites in partnership with our non-profit host organizations.
- e. College Service – Participation in committees, campus events (such as open house, Accepted Students Day, graduation, and orientation) representing the International Outreach department. Participation in interviews may be required dependent on applicant qualifications.
- f. Global Health Scholar Track – assist the Vice President with coordinating the administration of a Global Health Scholar Track managing all medical student candidates, course materials and requirements, and facilitating the in-person workshop portion of the Medical Spanish Course. The director will assist with the organization and administrative components of the Global Health Scholar Track which may include but not limited to: Global Seminar for Health and Environment, Tropical Medicine Course, Global and Public Health Modules, Modules on Cultural Competency and Working with Medical Interpreters.
- g. Other Duties as assigned – assist with workshops, staff retreats and other activities of the Division or of an educational nature.

### **3. Administration/Coordination of International Research**

- a. Assist students and/or faculty interested in international research and foster the production of research through the department
- b. Serve in an administrative role in the development of research projects, quality improvement projects, public health research, 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 President for International Affairs, 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.
- c. Maintain CITI Training
- d. Maintain an account with IRB. The director will assist faculty and medical student research teams on their respective campuses with submission of the IRB packet and all supporting documentation.
- e. Ensure every project on your respective campus follows VCOM policies and procedures on international research and the IRB

**4. Marketing and Publications**

- a. Coordinate departmental communications and publicity activities – assist the Vice President and work with VCOM Marketing and Development and Alumni Relations to shape departmental public relations and fundraising communications including producing publications, press releases, event summaries, thank you notes, communications to alumni, and other items as necessary.
- b. Produce post trip reports/summaries for our partnering non-profit organizations and the Carolinas campus
- c. Meet with the Dean's Council and provide a written report on the Carolinas campus international departmental activities
- d. Provide a written summative report on the Carolinas campus international departmental activities for the President's Council and Board Report

**5. Finance administration**

- a. Keep accurate records of all expenditures and receipts for the mission trips
- b. Work with the Administrative Coordinator of International Outreach to provide all financial records required after each trip
- c. Provide invoices for each mission trip to the Administrative Coordinator to ensure wires are sent in a timely manner
- d. Provide invoices to the faculty and alumni preceptors and volunteers for trip reimbursement of trip expenses beyond those typically covered by VCOM
- e. Manage reimbursements for student expenditures for those items covered by VCOM (e.g. medication and supplies, suitcases, etc.)
- f. During the application process, collect the student deposits for international outreach trips
- g. Knowledge of the international outreach department budget including outreach trips and office expenses ensuring departmental compliance

**6. 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 (e.g. Master's of Public Health – focus on Global Health, Health Policy, Epidemiology, Health Systems Management, Community Health, Masters of Healthcare Administration, Master's in Global Health, Healthcare Master's of Business Administration, Master's of Education – Health Professions). Reimbursement of costs of the program will be provided if completed through a VCOM-chosen institution.

Licensure or certification: None

Requirement of Spanish Proficiency. Must be fluent in spoken and written Spanish.

Maintain an active and valid Passport

Other skills helpful to this position:

- Experience with organizing and coordinating student and faculty international activities
- Ability to multitask and organize large groups around activities
- Good organizational skills

- Experience in grant writing
- Cross-cultural competency
- Building sustainable partnerships
- Experience with ministries of health or international universities
- 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 or other statistical software
- Video conferencing equipment and software
- Strong team player
- Commitment to company values
- Computer proficiency – Word, Excel, PowerPoint, Outlook
- Research and evaluation skills; publications or presentations in Global Health
- Experience in non-profit leadership

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 and international 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.

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, disability, or protected veteran status.

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.