Position: Part Time Program Coordinator, Master of Public Health (MPH)

Location: The Tower at STAR, Suite 614

Pay: $20.00 - $25.00 per hour (commensurate with experience)

CONTEXT OF THE JOB

The Master of Public Health Program was founded in 2018 and includes graduate students pursuing MPH degrees in two concentrations: Epidemiology and Health Policy and Management. The Program provides an environment that supports and fosters the development of productive, high-quality, and interdisciplinary research, education and service. In addition, the MPH program strives to provide academic, professional, and personal development experiences to all students beyond the degree requirements. The MPH Program seeks a part-time program coordinator to assist with planning and implementing student engagement initiatives. This position will have responsibility for coordination of the MPH Public Health Fellows program, MPH student experiential learning experiences, and the program’s Graduate Student Organizations.

MAJOR RESPONSIBILITIES

- Coordinate student engagement activities for the MPH program, maintain MPH communications (websites newsletters, and/or social media accounts), and provide support to the program’s graduate student organizations.
- Facilitate the MPH Public Health Fellows program, plan and coordinate program-sponsored events, support professional development of MPH students, and maintain program data and information.
- Coordinate public health student experiential learning opportunities in collaboration with the Partnership for Healthy Communities.
- Assist with MPH program accreditation activities, including preparation and organization of documents, materials, and information.
- Assist the MPH program with graduate student recruitment, including preparation and dissemination of program marketing materials and planning outreach events.
- Provide operational support to the MPH program, including assistance with MPH course scheduling, scheduling and supporting program committee meetings, program event planning, and other program administrative duties.
- Assist with other duties and special projects, as needed.

QUALIFICATIONS

- High School diploma or GED, Associate’s degree preferred, with five years related experience, or equivalent combination of education and experience.
- Careful judgment and discretion with respect to strategic and confidential material, flexibility, efficiency, and the ability to prioritize tasks and meet deadlines for a wide variety of assignments.
● Strong organizational and time-management skills, with ability to initiate and manage multiple, complex projects and tasks simultaneously.
● Ability to problem-solve, act independently and use sound judgment, initiative, and discretion in all interactions.
● Strong interpersonal skills with the ability to work effectively across a wide range of perspectives and disciplines.
● Proficient in Microsoft Office Applications and Google Suite.
● Previous experience in student engagement, or student support preferred.
● Experience in public health, health care, and/or an academic program is desired.
● Demonstrates an understanding and consideration of the differing needs and concerns of individuals with varying identities, cultures and backgrounds.
● Committed to fostering a workplace culture of belonging, where diversity is celebrated, and equity is a core value.

To apply, please send your resume, references, and a cover letter, to Maria Pellicone, mpellic@udel.edu

This is a part-time, non-benefitted position that is expected to work 20-25 hours a week on-site. Competitive hourly rate based on experience. Employment offers will be conditioned upon successful completion of a criminal background check. A conviction will not necessarily exclude you from employment. The University of Delaware is an Equal Opportunity Employer which encourages applications from Minority Group Members and Women. The University’s Notice of Non-Discrimination can be found at http://www.udel.edu/aboutus/legalnotices.html

**Notice of Non-Discrimination, Equal Opportunity and Affirmative Action**
The University of Delaware does not discriminate against any person on the basis of race, color, national origin, sex, gender identity or expression, sexual orientation, genetic information, marital status, disability, religion, age, veteran status or any other characteristic protected by applicable law in its employment, educational programs and activities, admissions policies, and scholarship and loan programs as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and University policies. The University of Delaware also prohibits unlawful harassment including sexual harassment and sexual violence.