



Duke University Job Description:

ASSOCIATE, PROGRAMS

INNOVATIONS IN HEALTHCARE (iiH) AND GLOBAL HEALTH INNOVATION CENTER (GHIC)

Job Title: ASSOCIATE, PROGRAMS

Job Code: XXXX

FLSA: E

Job Level: 10

Revised Date: 10/28/2018

Job Family: JF 28

Summary

Innovations in Healthcare (iiH) is a nonprofit organization hosted by Duke University and founded in 2011 by Duke Health, McKinsey & Company, and the World Economic Forum. The organization aims to improve healthcare worldwide by supporting the scale and impact of promising innovations. Innovations in Healthcare collaborates closely with the Duke Global Health Innovation Center (GHIC), part of the Duke Global Health Institute (DGHI). The Center studies and supports the scaling and adaptation of innovations, and related policy reforms, to address critical health challenges worldwide. It helps integrate complementary efforts across iiH, DGHI, the Duke-Margolis Center for Health Policy and the Duke Institute for Health Innovation, developing an academic home for faculty, staff, trainees, and students working on health innovation and policy issues globally.

The Associate, Programs will report to the Assistant Director, Programs and provide support for day-to-day project and core team operations, including design, planning, and delivery of various iiH/GHIC programs. The Associate, Programs will coordinate with internal and external program teams to ensure excellent internal operations and client deliverables across multiple domains. Initially, the Associate, Programs will support a three-year Bill & Melinda Gates Foundation (BMGF) grant analyzing the introduction and scale-up trends of global health interventions.

Work Performed

Program Management (Delivery) – 100%

- Develop plans for data collection, data management, and written products, with other team members
- Manage the development of primary and secondary data collection strategies, including helping to design and administer surveys/questionnaires, creating interview structures and conducting in-person and virtual interviews, and carrying out desk-based research
- Develop and maintain a data catalog of global health interventions
- Manage, undertake, and support the development of knowledge products including reports, articles, white papers, manuscripts, and presentations

- Develop the digital content of knowledge products, including summaries and blog posts highlighting publications, events, and knowledge development webinars, in conjunction with communications team
- Support evaluation of the program, with other team members
- Support development of an online database platform, with leadership from Assistant Director, Programs
- Coordinate global teleconferences, international site visits, and high-level meetings (both internal and external)
- Prepare agendas and slide decks for program and project team meetings.
- Conduct due diligence research on potential collaborators, clients, and opportunities; conduct background research and literature reviews needed for project deliverables
- Manage preparation and logistics for team travel to client (flight tickets, hotel reservations, ground transportation arrangements, meeting room reservations, catering, visa applications, gifts, etc.) and for visitors to Duke, specifically those attending IIH/GHIC-provided, Duke-based training sessions. Secure necessary documentation for foreign visitors, working with Visa Services, HR, and other offices as required
- Implement policies and procedures, templates, and methodologies for IIH/GHIC internal and external projects. Ensure compliance with all Duke and funder specific regulations, standards, and policies
- Prepare reports and analysis, including recommendations and/or conclusions as requested.
- Travel to and represent IIH and/or GHIC at domestic and international events
- Contribute to IIH and GHIC annual strategic planning and other organization-wide initiatives
- Regularly scan new literature in the field for new research findings on priority healthcare innovation issues; summarize the findings and their applicability to IIH/GHIC
- Perform other duties incidental to the work described here

The above statements describe the general nature and level of work being performed by individuals assigned to this classification. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so classified.

Required Qualifications at this Level

Education/Training: Work requires analytical, communications and organizational skills generally acquired through completion of a bachelor's degree program. Preference will be given to candidates with a master's degree in relevant field (e.g. global health, public health, social work, sociology)

Experience: Work requires one year of experience in program administration or involving academic, instructional or counseling activities to acquire skills necessary to plan, coordinate and implement a variety of program activities and events. Preference will be given to candidates with experience in developing research design, writing for multiple audiences, and project management.

OR AN EQUIVALENT COMBINATION OF RELEVANT EDUCATION AND/OR EXPERIENCE

Skills:

- Strong organizational skills
- Outstanding initiative and ability to work independently and solve problems creatively
- Excellent ability to set priorities among multiple tasks
- Strong writing skills and ability to write for various audiences
- Experience collecting, analyzing, and interpreting data
- Demonstrated ability to summarize research and conduct literature reviews
- Experience building and managing relationships in projects with multiple stakeholders
- Experience in research, global health, health communications, health policy, or similar field
- Willingness and ability to travel internationally as needed
- Computer skills: Word, Excel, PowerPoint, and Internet searches.

The intent of this job description is to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employees may be directed to perform job-related tasks other than those specifically presented in this description.