

**Title:** Global Health Program Manager (63728BR)

Apply at: [Harvard Careers](https://careers.harvard.edu)

**Department:** Global Health Education and Learning Incubator at Harvard University

**Grade:** 56

**Schedule:** Monday – Friday, 9a – 5p

\*This is a one-year appointment with the possibility of renewal.

The Global Health Education and Learning Incubator at Harvard University seeks an Instructional Design Specialist to support our global health educational programs and initiatives.

### About GHELI

[The Global Health Education and Learning Incubator \(GHELI\)](http://gheli.harvard.edu) is an interfaculty initiative whose mission is to support education about global health challenges, and to develop new pedagogical tools and instructional strategies that be used by educators in a variety of settings. We prioritize key knowledge-gap areas that leverage the depth and breadth of expertise across the university, and that target interdisciplinary global health problems residing at the nexus of broader social challenges and global risks (e.g., emerging infectious diseases and pandemic risk, environment and climate change, displaced populations and food security, rising non-communicable diseases, etc.). We are particularly committed to innovation in learning design that involves multimedia and creating high-quality short-form content that can be integrated into a variety of learning experiences.

### Position description:

- Provide **public health and global health expertise, supervision, and mentorship to staff working on materials we disseminate through our educational repository (e.g., teaching and learning resources) and our web (e.g., global health news stories)**. Work with the faculty director and senior digital team at GHELI to **refine processes and procedures** for updating and maintenance of repository core resources.
- Create **thematic overviews, primers, backgrounders on global health challenges** that will be used to support many of our core curricular materials and **coordinate the development of new integrated learning experiences and online lessons accompanying major global health reports. Contribute to a strategy to disseminate these materials** through our educational repository and targeted outreach.
- Coordinate and support the **construction of thematic resource packs** on interdisciplinary global health challenges, which are curated collections of resources for teachers and learners. **Create use cases** to provide guidance for educators wanting to develop their own curated collections of resources.
- Collaborate on the development of online instructional materials for our **high priority educational initiatives, working with our instructional designer, multimedia team, and staff**. Support Faculty

Director and educational team to **adapt public health educational materials emerging from our undergraduate and graduate classroom laboratories to an online format** that can be used by teaching fellows across the university, as well as educators looking for teaching resources in our repository.

- As a public health expert, **play a central role in our dissemination plans and outreach activities. These include developing and conducting workshops that provide opportunities for Harvard undergraduates and graduate students from all schools** to get involved with global health teaching and learning. Serve as an ambassador for GHELI to visitors onsite and foster relationships across the university and with our partners through monthly digital newsletters and collaborative activities.

This position will report to the Associate Director of Educational Initiatives. Direction and priorities for the position will be determined by the GHELI Faculty Director.

GHELI places a high value on the in-person experience and community building, along with the functions of this role, the position will be 100% on campus. There will be opportunities, though for occasional “hybrid” work.

### **Basic Qualifications**

- Bachelor’s Degree
- Experience teaching public and/or global health – minimum of 3 years of related experience.
- Experience with project management and supervision of staff.
- Superior written and oral communication skills.
- Exceptional interpersonal, organizational, and negotiation skills.
- Strong interest in public and global health education.
- Candidates wishing to be considered must supply a cover letter in addition to a resume.

### **Additional Qualifications**

- Masters preferred or advanced degree in public health or a closely related field.
- Strong collaboration skills with ability to exercise independent leadership and work collaboratively with others in a small team environment.
- Highly driven, self-motivated, and capable of working independently as well as collaboratively.
- High energy and ability to select appropriate opportunities to take initiative, as well as to ensure that ongoing projects move forward.
- Ability to problem solve and work efficiently in the context of multiple competing deadlines in a dynamic academic environment.
- Possess a “soup to nuts” work approach with a willingness to participate in all aspects of a project from start to finish.

### **Please note:**

- Harvard University requires pre-employment reference and background screening.
- We are unable to provide work authorization and/or visa sponsorship.
- This position has a 90-day orientation and review period.
- This is a one-year appointment with the possibility of renewal.
- The health of our workforce is a priority for Harvard University. With that in mind, we strongly encourage all employees to be up-to-date on CDC-recommended vaccines.

### **Harvard offers an outstanding benefits package including:**

We invite you to visit [Harvard's Total Rewards website](#) to learn more about our outstanding benefits package, which may include:

- **Paid Time Off:** 3-4 weeks of accrued vacation time per year (3 weeks for support staff and 4 weeks for administrative/professional staff), 12 accrued sick days per year, 12.5 holidays plus a Winter Recess in December/January, 3 personal days per year (prorated based on date of hire), and up to 12 weeks of paid leave for new parents who are primary care givers.
- **Health and Welfare:** Comprehensive medical, dental, and vision benefits, disability and life insurance programs, along with voluntary benefits. Most coverage begins as of your start date.
- **Work/Life and Wellness:** Child and elder/adult care resources including on campus childcare centers, Employee Assistance Program, and wellness programs related to stress management, nutrition, meditation, and more.
- **Retirement:** University-funded retirement plan with contributions from 5% to 15% of eligible compensation, based on age and earnings with full vesting after 3 years of service.
- **Tuition Assistance Program:** Competitive program including \$40 per class at the Harvard Extension School and reduced tuition through other participating Harvard graduate schools.
- **Tuition Reimbursement:** Program that provides 75% to 90% reimbursement up to \$5,250 per calendar year for eligible courses taken at other accredited institutions.
- **Professional Development:** Programs and classes at little or no cost, including through the Harvard Center for Workplace Development and LinkedIn Learning.
- **Commuting and Transportation:** Various commuter options handled through the Parking Office, including discounted parking, half-priced public transportation passes and pre-tax transit passes, biking benefits, and more.
- **Harvard Facilities Access, Discounts and Perks:** Access to Harvard athletic and fitness facilities, libraries, campus events, credit union, and more, as well as discounts to various types of services (legal, financial, etc.) and cultural and leisure activities throughout metro-Boston

### **Commitment to Equity, Diversity, Inclusion, and Belonging:**

Harvard University views equity, diversity, inclusion, and belonging as the pathway to achieving inclusive excellence and fostering a campus culture where everyone can thrive. We strive to create a community that draws upon the widest possible pool of talent to unify excellence and diversity while fully embracing individuals from varied backgrounds, cultures, races, identities, life experiences, perspectives, beliefs, and values.

### **EEO Statement:**

We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation, pregnancy and pregnancy-related conditions, or any other characteristic protected by law.