DGHI Education
Student Services Coordinator, Level 10

Summary:
Work within framework of the Duke Global Health Institute (DGHI) mission to support education efforts in global health at Duke University, advising students and supporting faculty across all degree programs.

Work Performed:

Educational Programs and Student Services (50%)
- Advise students on degree requirements, experiential learning and career options in global health. Work with prospective students, global health majors and minors, and graduate students. Set up and notify students of advising hours; maintain advising notes on individual students.
- Oversee student advising process, including being familiar with education program requirements; prepare advising materials. Track students through degree progress and completion.
- Serve as first point of contact, in person, on phone, or via email/web for questions and information about DGHI education programs.
- Assist in program planning and execution of education-related program events, such as information sessions, symposia, or social events.
- Support students and faculty in graduation with distinction process, organizing workshops to assist students with thesis writing and completion.
- Administer course evaluation process, including organization, distribution, collection and data analysis.

Professional Development Programming and Support (40%)
- Develop and coordinate outreach to US-based and international organizations as potential employers for DGHI graduates to learn more about opportunities and to share information about DGHI programs
- Develop programs, information sessions, and networking opportunities for global health practitioners and employers to engage with DGHI students
• Collaborate within DGHI and with others at Duke (ex. Graduate and professional schools, Duke Career Center, etc.) to provide or connect students to relevant professional development programs, both general and specific to global health
• Review, develop, and/or contribute to global health professional development resources and content for public and internal audiences
• Track DGHI alumni job and/or further education placements, in collaboration with DGHI and Duke alumni structures

Finance and General (10%)
• Submit expense reports, following Duke procedures, for student reimbursements.
• Schedule meetings and determine room reservations for student and departmental events inclusive of meetings and courses.
• Complete other assignments as assigned by members of the education team and the faculty directors.
• Perform other duties related to the work described herein.

Education
Work requires communications, planning and organizational skills generally acquired through completion of 2-3 years of experience and a bachelor's degree program. Master's degree is preferred.

Experience
A strong candidate will have previous experience in global health, international education or in an international setting, such as Peace Corps. The DGHI Education team seeks candidates with the following skills:

• Previous advising, student services, or higher education experience
• Excellent written and verbal communications skills
• Ability to manage multiple projects while providing outstanding customer service
• Excellent organizational skills, high attention to detail, strong follow-through
• Capacity to work with students from diverse backgrounds
• Ability to manage priorities and meet assigned deadlines
• Adapts easily to change and diversity as required in day-to-day duties, works well within a team-oriented environment
• Proficient in Microsoft Office Suite; e-mail software; social media platforms

OR AN EQUIVALENT COMBINATION OF RELEVANT EDUCATION AND/OR EXPERIENCE

To apply for this position:
Please complete application on-line at http://www.hr.duke.edu (requisition #401136093)