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| Job Title | Program Associate, Sr. (Field Placement Coordinator) |
| Division | Rollins School Of Public Health- Emory University |
| Job Requisition ID | 24341BR |
| Job Description | <p>Designs, implements, coordinates and provides technical support to all aspects of a specific program. May plan, administer or monitor the program's budget or grants. May serve on, hold office in or chair committees. May develop fund raising programs, including researching and identifying funding sources and writing and submitting grant proposals. Serves as liaison to and works with other groups and organizations participating in the program or seeking knowledge of the program, and may write and present speeches. May supervise staff. Maintains complete and accurate program records. Conducts program research and ensures the preparation of mandatory operational and statistical reports are fact-based and comply with regulations. Performs related responsibilities as required.</p> <p>Specifically, this position will serve as the field placement coordinator for the Emory Public Health Training Center. Working with health departments and CBOs throughout the state, the field placement coordinator will generate potential competency-based practicum and summer intern opportunities. The field placement coordinator will also develop all policies and procedures for the development and implementation of these field placement experiences. The field placement coordinator will also maintain a practicum and internship database to track student placements, supervisors, and project status. The field placement coordinator will conduct mid-project and final evaluations of each field placement and will coordinate a semi-annual event designed to serve as a forum for both MPH students and public health professionals who have collaborated in the field placement activities. The field placement coordinator will travel throughout the state to meet with agency mentors and students. Together with the training project coordinator, the field placement coordinator will develop both a print and an online version of a training course for practicum and internship supervisors.</p> <p>MINIMUM QUALIFICATIONS: Bachelor's degree in a field related to specified program areas and five years related program management experience, or equivalent combination of experience, education, and training.</p> <p>PREFERRED QUALIFICATIONS: Masters degree in public health. Experience working with the Georgia Department of Public Health at the state or local level is highly desirable. Experience working within a university system. Experience working with graduate-level students. Familiarity with developing competency-based field placements. Program evaluation experience using quantitative and qualitative methods, including focus groups and in-depth interviews. Experience developing training materials developed for an online environment.</p> |
| About the Emory Public Health Training Center | <p>The Emory Public Health Training Center (Emory PHTC) is a Health Resources and Services Administration (HRSA) funded training center developed to train public health workers serving the medically underserved populations in Georgia. The specific mission of the Emory PHTC is to be a learning community that will build competence in the current and future public health workforce, expose public health students to the value of working in underserved areas, and advocate for public health systems and policies.</p> <p>For more information, go to http://www.hr.emory.edu/careers/index.html.</p> |