
Job Title	Program Director
PVN ID	LE-1506-000546
Category	Instruction and Social Service
Location	LEHMAN COLLEGE
Department	CUNY Institute for Health Equity
Status	Part Time
Hourly Rate	\$0-\$20.00
Hour(s) a Week	0-28.00
Closing Date	Aug 02, 2015 (Or Until Filled)

General Description

POSITION: Program Director, CUNY Institute for Health Equity (CIHE)

Summer Position or Full Time - Start date immediate

The CUNY Institute for Health Equity (CIHE) is a City University of New York (CUNY) wide Institute that conducts research, capacity building with non-profit sector, and health equity information dissemination. It is housed on the Lehman College Campus in the Bronx, and works closely with the public health programs across CUNY. CIHE is seeking a **Program Director** to work with the Institute Director and staff in the development of students.

A central core of the Institute mission is to train and develop the next generation graduate students who are well versed in the social determinants of health and prepared to conduct research and carry out program development to that end. The overall role of this position is to oversee and facilitate Institute activities that pertain to the education and training of graduate level interns and research scholars. The **Program Director** is responsible for the development, supervision, and evaluation of students conducting internships with CIHE.

Program Director and Institute Director collaborate across all areas of CIHE, and reports directly to the Director of the CIHE to achieve overall coordination of program initiatives and activities. The activities entail student development as well as some administrative functions.

This is an ideal position for a graduate student interested in summer employment that may lead to a full time position.

This can be a summer positions, or full time into the fall.

Other Duties

- Participate in the summer interns' orientation session;
- Work with each intern in the development of the work plan (program or research focused);
- Facilitate and oversee intern's progress and provide training/education support to assure success;
- Administrative supervision of interns (attendance, participation at required meetings, etc.)
- Work closely with CIHE director to assure programmatic success and evaluation of each intern, as well as overall internship program.
- Work with team as needed when special events, activities, or initiatives occur.

Qualifications

- MPH degree preferred, but individuals with a Master's degree in a related field, or a Doctoral candidate, will be considered.
- A minimum of 2-3 years of
 - programmatic experience in area related to equity and social justice
 - some experience in work with students and student development
 - administrative experience in a non-profit organization
 - Knowledge of research methods and program development/implementation to supervise with interns on their projects
 - Supervise students' completion of summer projects.
- Demonstrated knowledge of and experience in organizational collaboration across various sectors
- Evidence of personal maturity and professional conduct
- Other:
 - Interest in working with an Institute within a university setting and helping it grow;
 - Evidence of professional interest and commitment to addressing the needs of underserved populations and community-based organizations that work with them;
 - Ability to work in a setting where teamwork and cooperation are highly valued;
 - Excellent oral and written communication skills.