The Center for Global Health and Social Responsibility (CGHSR) is a unit of the Academic Health Center established to advance global health research and education. Our mission is to focus and strengthen the impact of the University of Minnesota’s (U of M) global land grant mission with regard to health issues at the interface of humans, animals and ecosystems. We accomplish this by facilitating transdisciplinary partnerships and collaborations across the U of M and worldwide.

Overview:
This position is to provide program, event and meeting support; communications, data, and opportunities support; office support and reception, as well as manage staff and non-staff travel arrangements, and assist with other CGHSR needs as requested.

Essential Functions:
Program, Event, and Meeting Support (40% of job)
- Schedule meetings, inc. management of CGHSR’s calendar, regional interest groups and Global Health Leadership Council meetings, and one-on-one and small-group meetings across disciplines and units as needed.
- Record and summarize meeting minutes and outcomes, draft and send meeting follow-up as appropriate.
- Provide operational and logistical support for meetings and CGHSR-led and co-sponsored programs and events as needed, including room reservations, call-in/skype arrangements, materials, communication with participants, refreshments, and on-site staffing as needed.
- Provide application and registration support for CGHSR courses held internationally and locally, including acknowledging applications and supporting communication between potential applicants/registrants and lead faculty.
- Support the annual Global Health Case Competition, inc. marketing and recruitment of teams, coaches, and judges; logistics for trainings and day of competition; application and logistical support for winning team to compete at Emory University competition; and processing check requests for winning teams.
- Support the Global Health Student Advisory Board (GHSAB) launched by CGHSR, including conducting annual recruitment, serving as a liaison between GHSAB and CGHSR, and being available as a resource to the group.

Communications, data, and opportunities support (20% of job)
- Create, draft, format, edit, and distribute communications pieces such as electronic newsletters, flyers, announcements, presentations, and reports.
- Perform website updates.
- Maintain and update mailing and other lists.
- Assist with pursuit of grants and other funding opportunities, including scanning informational sources, compiling pieces of applications and reports, and submitting as needed and directed.
• Contribute to data collection (inc. surveys/evaluations) and perform data entry as needed.

**Office Support** (20% of job)
• Manage and track office equipment and manage facility needs, including access to the office suite, maintenance, and janitorial needs and requests.
• Support CGHSR financial and student systems needs, such as purchases, scholarship transfers, and payments, and assist in tracking of CGHSR spending with alignment to budget.
• Oversee supply ordering (e.g. food/beverages, office supplies, equipment) and vendor relationships, inc. monitoring invoices and contacting as needed for maintenance and changes.

**Travel Arrangements** (10% of job)
• Arrange domestic and international travel for CGHSR staff and partners as needed: flights, hotel, ground transport, and payment/reimbursement logistics.
• Manage Executive Director’s travel, inc. arranging travel, preparing pre-travel documents, filing travel reimbursements, and registering travel.
• Communicate and monitor compliance with UMN travel policies, as well as any CGHSR and funder travel requirements. This necessitates participating in University training and travel policy updates.
• Arrange U of M visit logistics for select delegations and partners affiliated with CGHSR.

**Receptionist** (5% of job)
• Provide primary receptionist duties for on-site visitors and phone-calls.
• Provide primary email triage for CGHSR email account (Globalhc@umn.edu).
• Serve as back-up point of contact as needed and appropriate for CGHSR personnel.

**Other** (5% of job)
• Other duties and projects as assigned

**Required Qualifications:**
High School Diploma/GED and 4 years of related office & administrative experience.
Computer experience with Microsoft Office Suite (esp Word, PowerPoint, and Excel), including formatting/creating/editing files.
Strong organizational skills, as well as ability to use time efficiently, prioritize activities, and work independently.
Detail orientation, flexibility, and dependability.
Ability to work effectively with diverse internal and external colleagues.
Strong oral and written communication skills.
Professional phone and email etiquette.
General knowledge and understanding of office operations and procedures.

**Preferred Qualifications:**
Previous experience with University of Minnesota and systems such as Enterprise Financial System (EFS) and One Stop.
Software experience: Adobe Creative Suite, Google Documents, MailChimp, meeting poll/calendaring/survey resources, and website content management systems.
Aptitude to learn new software.
Interest in working in a fast-paced interdisciplinary environment focused on global health issues.

**TO APPLY**
To apply, follow [this link](http://www1.umn.edu/ohr/employment) or search for job ID #308518 at http://www1.umn.edu/ohr/employment