



## **ROWAN UNIVERSITY/RUTGERS-CAMDEN BOARD OF GOVERNORS**

### **Manager – Programs & Partnerships**

#### **Overview**

Rowan University/Rutgers-Camden Board of Governors (“Joint Board”), as constituted under the “New Jersey Medical and Health Sciences Education Restructuring Act,” P.L. 2012, c.45, s.34, is an innovative partnership between two world-class institutions designed to create meaningful shared research and to provide unique education and training opportunities. The mission of the Joint Board is to leverage and expand Camden’s significant medical, research and education assets to support growth in the region’s health care capacity. The Joint Board facilitates the development of curricula and programs at Rowan University and Rutgers University-Camden in the area of health sciences, through collaboration between these two institutions and other educational entities. The Joint Board has launched several initiatives, including but not limited to, the Certified Medical Assistant Pathways Program, the Alzheimer’s Journey Coordinator Certification Program, and the South Jersey Institute for Population Health.

#### **Position Summary**

The primary function of the Manager – Programs & Partnerships is the design and management of academic and workforce development programs in the health sciences, inclusive of the overall program including curriculum development, implementation, assessments, and outreach. Specifically, this position provides expertise to plan, organize, coordinate, and evaluate academic and/or workforce development programs or projects; plan and monitor performance against program goals and objectives and ensure program results; interact with internal and external program or project stakeholders, anchor institutions and nonprofits within the City of Camden to build program support. The Manager – Programs & Partnerships reports directly to the Director - Programs & Partnerships

#### **Essential Functions**

- Actively recruit for workforce development programs; inclusive of responding to all calls and/or correspondence from prospective participants, delivering presentations to prospective participants, and conducting interviews.
- Develop and implement retention and tracking efforts for programs launched by the Joint Board, in collaboration with partners, which includes tracking long term outcomes for participants and establishing alumni networks and mentoring programs.
- Develop outreach activities for potential employers for internships, externships, and job placements for participants.

- Assist with annual budget preparation and monitor budget balances.
- Gather information to analyze and evaluate the effectiveness of current or projected operating programs; conduct site visits, review program expenditures, prepare reports; recommend changes in program objectives, operations, use of resources.
- Assist in developing Joint Health Sciences Center campus projects.

<b>Position Status</b>	Full Time
<b>Hours Per Week</b>	35
<b>Annual Salary</b>	\$45,000 - \$65,000. Commensurate with experience.
<b>Required Education and Experience</b>	<p>Bachelor's degree and professional experience in field related to assigned responsibilities is preferred.</p> <p>1 - 3 years of work experience in program management, education, community development, or public administration.</p> <p>Excellent interpersonal skills, including conflict management, oral and written communications skills are required. Computer literacy, including Microsoft Office Suite is required.</p> <p>The ability to develop knowledge of, respect for, and skills to engage with those of other cultures or backgrounds is required.</p> <p>Skill in establishing and maintaining effective working relationships with faculty, staff, students and public.</p> <p>Knowledge of the methods used to conduct research, analysis and evaluations of operational programs and activities.</p> <p>Ability to identify potential and actual problem areas and to recommend solutions.</p> <p>Ability to manage budgets and grants.</p>
<b>Special Requirements</b>	<p>Ability to take initiative, plan, organize and accurately complete assignments without immediate supervision.</p> <p>Availability to occasionally work or meet in the evenings and/or on weekends, and ability to travel to participate in meetings, conferences, and other related activities.</p>

**Interested candidates can submit a resume and brief cover letter to [choffmann@rurcbog.com](mailto:choffmann@rurcbog.com)**