

## Position Title

**Educational Coordinator (PART-TIME)**

## Organization

**Center for Healthcare Informatics and Policy  
Weill Cornell Medical College**

## Location

**New York, NY**

## Type

**Part-Time (20 hours/week)**

## Job Description

The Center for Healthcare Informatics and Policy (CHIP) at Weill Cornell Medical College is looking for a part-time educational coordinator to manage their graduate-level educational programs and activities. Under the direction of faculty and staff, the candidate will be expected to coordinate various aspects of CHIP's educational programs including marketing, admissions, and curriculum development. CHIP's programs focus on graduate-level training in health information technology (health IT). We encourage those interested in health IT or higher-education to apply.

### POSITION ACTIVITIES

- A. The candidate will assist the Program Director in the coordination of existing and the development of new programs.
- B. The candidate will be expected to take the lead on program marketing and admissions of the various educational programs. This will include participating in applicant recruitment, and managing correspondence with applicants throughout the admissions process.
- C. The candidate will support curriculum development and coordination of new and ongoing programs. This will include market research and analysis of health IT programs around the country and staying informed of the latest developments.
- D. The candidate will keep the program leadership abreast of any potential issues
- E. The candidate will be responsible for reporting to faculty student progress in the educational programs.
- F. Candidate will manage both internal and external communications about various aspects of the programs. Internally the candidate will keep the program leadership updated on student progress and satisfaction. Externally the educational coordinator will communicate with the students and address the needs or concerns of applicants and students.
- G. The candidate will be responsible for event planning of major annual program events, including a commencement ceremony and a career day. Candidate will manage the business and planning requirements including vendor selections and additional activities as required.
- H. The candidate will coordinate details for regularly scheduled meetings and on-site training sessions. This will include developing agendas, taking minutes, and communicating logistics to participants.
- I. Position may require light travel to recruiting and training events. Travel expenses will be reimbursed.

## Minimum Requirements

The successful candidate must possess a bachelor's degree. Those who are concurrently obtaining or who possess a Master's degree in education, informatics or public health preferred. Candidates with 1-2 years of work experience managing educational programs are also preferred. Familiarity with graduate-level or adult education is a plus; knowledge about health IT also is a plus.

The candidate should possess strong organizational, communication, time management, and writing skills. Candidate should also be able to manage multiple concurrent tasks efficiently. Advanced computer proficiency in Microsoft Office required. Familiarity with course management software (e.g. Blackboard or Sakai) is desirable.

Position is part time (20-25 hours/week). Generally Monday-Friday, may require some work on evenings and weekends.

### **How to Apply**

Please send your cover and resume to [chip@med.cornell.edu](mailto:chip@med.cornell.edu) with "Educational Coordinator" in the subject heading.