



ASSISTANT DIRECTOR FOR INTERNATIONAL OPERATIONS

Occupational Summary

The Assistant Director for International Operations of Duke Global Health Institute (DGHI) will be responsible for all aspects of the expansion of DGHI's international presence. The main focus of the position will be development and oversight of 10-12 international sites, which will require careful planning, relationship building with partner organizations, capacity building, and administrative support. The position will also collaborate with faculty/staff on projects with an international component, whether facilitating Duke faculty and student work overseas or ensuring adequate administrative support for international visitors to Duke. The position will work collaboratively with various Duke offices that provide specialized international knowledge and support (e.g. Duke Visa Services, Employment Travel & Reimbursement, Office of Information Technology), and represent DGHI leadership on teams or projects created or convened by Duke authorities (e.g. Steering Committee for Administrative Support for International programs, DukeGlobal, DukeMed Global).

Work Performed

Strategic leadership

- Assist DGHI leadership in developing the Institute's international strategic priorities
- Identify and present potential research, education or service opportunities at current sites, and opportunities for similar DGHI involvement in new sites, taking into account faculty and student interest
- Develop plans for long term sustainability of all sites, including capacity building needs, in close consultation with leaders of partner institutions
- Develop and implement strategies to promote relationships between Duke University and the global health international sites as well as encourage collaboration between international sites
- Develop planning and legal documents and ensure all appropriate approvals are obtained
- Work closely with other Duke schools and departments to collaborate/coordinate efforts at these sites, when possible
- Prepare and facilitate regular update meetings with DGHI senior staff and faculty to increase communication and information sharing
- Identify funding sources for international sites development, including capacity building, and participate in preparation of (grant) proposals

International Coordination and Oversight

- Maintain and cultivate mutually constructive relationships between DGHI and the leadership of DGHI's international partners (NGOs, academic institutions, medical institutions).
- Represent DGHI leadership in meetings at the different sites, where potential collaboration and commitments would be discussed and negotiated.

- Recommend and oversee core expenditures of DGHI's financial commitment at the international sites; obtain all necessary supporting documentation and approve international wire transfers
- Identify, design and implement Duke-mandated policies and guidelines to be applied at international sites to ensure fiscal, administrative, legal and ethical compliance.
- Implement processes that will ensure that all DGHI faculty, students and staff live and work with all the appropriate permits and support.
- Assist Faculty in planning (especially at the time of grant submission) their international work – this may include assistance in researching and securing logistical support and local-specific opportunities or constraints, budgeting, etc.
- Monitor and report on local facilities (e.g. housing, IT, risk management) and local landscape (e.g. proximity of academic institutions, medical facilities, presence of international NGOs, etc.)

Oversee the logistical support to overseas projects (including purchasing, clearance from export control, shipping and installation of supplies and equipment at international sites).
Oversee all U.S. visa application for DGHI-affiliated faculty, staff, scholars, students and their families.

Information management and reporting

- Serve as main point of contact for all international work conducted by DGHI – obtain and regularly update information regarding the site status, scientific outcomes of projects, administrative/logistical details, etc.
- Collaborate closely with DGHI senior staff (finance, education, communication) to ensure that the international work is a seamless extension of the Institute and that all international facets are taken into account when planning and executing activities.
- Give support to DGHI-sponsored faculty, staff and students planning to travel abroad. Assist with preparation of necessary immigration documents, import permits and other travel documentation. Assist with risk management and security issues.
- Give advice and support to DGHI Assistant Director of Education and Assistant Director of Communication when their projects require specific international-related services.
- Keep informed of general international trends and current events that may impact the operations of DGHI. Keep abreast of changes in federal funding and immigration rules that may impact current and future operations of DGHI.

The above statements describe the general nature and level of work to be performed, but is not an exhaustive list of all responsibilities and duties required.

Required Qualifications at this Level

Education/Training:

Work requires excellent leadership and organizational skills. A demonstrated ability to communicate effectively and appropriately with authorities, particularly in varied international settings. Extensive experience living or working in an international setting.

Experience:

Work requires at least two years experience in a management capacity preferably in an academic setting and including administration skills and knowledge to provide administrative support for overseas projects undertaken with local partners. Must have a general understanding of financial and technological issues and openness to learning new skills and fronting new challenges. Must have excellent understanding of the complexities of operating across cultural, geographic, and political

borders, the undertaking of projects in low and middle income countries and have the flexibility to travel.

Candidates demonstrating interest and/or experience in global health will be given special consideration

To apply for this position:

Please complete application on-line at <http://www.hr.duke.edu> (requisition # 400374327) and send your resume and cover letter to globalhealth@duke.edu , with 'INTL OPS POSITION" in the subject field.

Duke University is an equal opportunity employer.