



MICHIGAN STATE UNIVERSITY
INSTITUTE OF INTERNATIONAL HEALTH



B-301 WEST FEE HALL

EAST LANSING, MICHIGAN 48824 1315 ♦ U.S.A.

ACADEMIC SPECIALIST POSITION

Job Description

MSU Institute of International Health (IIH) is seeking for a part-time PhD candidate in EDUCATION to serve as ACADEMIC SPECIALIST for two graduate programs; MS Degree in Biomedical Sciences and a Certificate Non-Credit Lifelong Learning Program in International Health. Academic Specialist works closely with the Director of IIH and faculty to establish these programs and promote continuous improvement of the curricular contents, quality of instruction within the assigned programs and coordinates the administrative and academic responsibilities of the assigned programs, under the direction of Prof. Reza Nassiri, Director of Institute of International Health. Such a person should also be able to provide “intellectual” input to the development of above new academic programs and be well familiar with program/curriculum development as well as familiarity with MSU New Academic Program instruction and requirements for graduate programs.

Scope

Under the direction of the IIH Director, in collaboration with input committee and program faculty, and in compliance with established MSUCOM policies and procedures, the Program Specialist is currently listed as a part-time staff position, which coordinates all necessary administrative and academic activities developing and supporting graduate programs.

Duties & Responsibilities

- To help the IIH Director to develop the academic programs consistent with the policies of MSU, including all required administrative papers and forms.
- To provide intellectual input for development and maintenance of such programs.
- Coordinates accreditation of proposed programs at the university level.

- Provides administrative and academic services
- Academic specialist may not work more than 15 hours per week.
- Assist with development of innovative methods and approaches.
- Participates in the acquisition of grants and other source of funding for programs and projects; coordinates and participates in writing proposals and agreements; ensures that educational grants and agreements are properly administered.
- Should play three major roles to fulfill in a new online curriculum development at any eleven: subject matter expert to write the materials, to help move the educational materials online, and to oversee the curriculum committee approval process in the College.

Qualifications

1. Preferably a PhD candidate in “education.”
2. Knowledge and commitment to curriculum and graduate program development.
3. Effective oral and written communication skills.
4. Ability to work as a “team member.”
5. Ability to develop and manage educational programs.
6. Ability to work effectively under deadlines and multiple academic demands.
7. Ability to understand, interpret and apply all pertinent MSU and Michigan State Dept of Education rules and regulations for new academic programs.
8. Experience with innovative teaching methods and on-line courses.