

<b>Job Title</b>	Program Coordinator – Epidemiology and Disease Control – Part Time
<b>Employer/ Agency</b>	UTHealth – Texas Medical Center – School of Public Health
<b>Job Description</b>	<p>Provides overall design, execution, management, and effectiveness of public education and/or outreach programs in order to ensure the achievement of its assigned goals and objectives.</p> <ul style="list-style-type: none"> <li>• Coordinates, develops, implements, and evaluates the delivery system for education and outreach programs in targeted communities.</li> <li>• Participates in all phases of projects and in research related activities, including assessing regional needs for program education, developing regional outreach plans based on needs assessment findings.</li> <li>• Researches and analyzes data pertaining to education, and attends functions to keep abreast of relevant scientific and technical developments related to programs.</li> <li>• Communicates with community and a variety of health care professionals to share objectives, outcomes by writing articles for newsletters, web pages, and other publications. Acts as a liaison with appropriate institutional agents; prepares/makes oral presentations at professional meetings.</li> <li>• Uses program databases to collect program evaluation data; writes program reports and case studies to document outreach efforts; submits abstracts to professional meetings.</li> <li>• Maintains current scientific, technical and regulatory environment information concerning relevant developments related to program area.</li> <li>• Interact extensively with the public and/or external organizations to facilitate programs. Participates in national and regional task forces and work groups to provide capacity building assistance and information to partners; applies health education theories, models, and concepts to partner activities.</li> <li>• Ensures that plans and protocols are followed to ensure compliance with all federal, state laws and UTHSC-H policies, rules and regulations.</li> <li>• Other duties as assigned.</li> </ul>
<b>Qualifications</b>	<p>Knowledge of MS Office, SPSS or statistics software applications. Fluent in Spanish (speaking, reading, writing) highly preferred.</p> <p><b>Minimum Education:</b> Bachelor’s degree or relevant experience in lieu of education. <b>Minimum Experience:</b> Three years of related experience. May substitute required experience with equivalent years of education beyond the minimum education requirement.</p>
<b>Salary/Hours</b>	Part Time/20 hrs weekly, flexible schedule.
<b>Employer/Agency</b>	UTHealth – Texas Medical Center – School of Public Health
<b>City, State, Zip</b>	Houston, TX
<b>Application Method</b>	<a href="https://uth.referrals.selectminds.com/jobs/program-coordinator-epidemiology-and-disease-control-part-time-7718?et=frRqCNVI">https://uth.referrals.selectminds.com/jobs/program-coordinator-epidemiology-and-disease-control-part-time-7718?et=frRqCNVI</a>
<b>Opening Date</b>	Immediate

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at [mswjobs@central.uh.edu](mailto:mswjobs@central.uh.edu) with the hiring details of your new job opportunity. Thank you.