



## **Job Description: Health Science Academy *Manager* – Sept 9, 2022**

The Health Science Academy (HSA) is a core program of the Arthur Ashe Institute for Urban Health (AAIUH). Founded in 1994, HSA is a collaboration between the Institute and SUNY Downstate Health Sciences University (SUNY DS) in Brooklyn, NY. HSA's health science pipeline program partners with public and parochial schools to offer academic health science enrichment afterschool programs to middle (during the school day at the schools) and high school students (afterschool at SUNY Downstate). **HSA serves over 300 students, grades 6-12, per academic year.** The main pipeline component, "the Academy," is HSA's 3-year (six semesters) program for high achieving high school students (sophomore-senior year) interested in health and science careers. Since 1994, HSA has served over 2,800 students in grades 6-12 and our alumni. HSA is transitioning to a hybrid teaching model as of Fall 2022, the middle school program will continue as remote only, the Academy's semester will include in-person classes this fall, but most will be remote.

**Website:** [www.ArthurAsheInstitute.org](http://www.ArthurAsheInstitute.org)

**Title:** *Manager*, Arthur Ashe Institute of Urban Health, Health Science Academy

**Classification:** Full-time. Work schedule will include working – Mondays-Wednesdays, 11:00 am-7 pm when the Academy is in session, some other evenings, after 5:00pm, and on Saturdays in the spring.

**Salary:** up to \$60,000 commensurate with experience and education

*\*You must be fully vaccinated as defined by SUNY DS – currently 2 Pfizer/Moderna or 1 Johnson & Johnson, **before a second interview will be scheduled***

*\*Work will be performed in AAIUH's offices **on-site at SUNY DS** in Brooklyn.*

### **Responsibilities include, but are not limited to:**

1. Manages and trains (e.g., staff development) several full-time staff, consultants, and volunteers to support all components of HSA's health science pipeline
2. Manages HSA's invoicing processes and oversees budgets with the Associate Executive Director of Health Science Education
3. Assists to direct and develop health science courses across the HSA spectrum for the Academy
4. Maintains partnerships with the program's middle and high schools' liaisons to recruit students and engage parents and alumni
5. Evaluates and monitors students' performance and maintains students' academic records
6. Prepares performance and evaluation reports as required using Excel, Access and Power Point
7. Identifies educational tools such as Internet info and videos, medical models, dissection equipment, textbooks, and other teaching tools to support students' learning.
8. Supervises and manages the collection of data; analysis and reports results, while planning new and improved services and programs, and for program management and reports to funders and the Board
9. Manages HSA's Doris Duke Charitable Foundation summer clinical research internship program
10. Works with HSA's Data and Education Coordinator to develop protocols for data management and evaluation across the Institute
11. Manages the ongoing documentation of HSA's processes
12. Provides other managerial support as needed.

**Qualifications & Skills:**

**BA/BS degree with course work in program administration and management and/or at least 2 years in such a position in a nonprofit setting is required.** Course work in the sciences (e.g., biology), health sciences **and/or** education of students grades 6-12 (e.g., afterschool curriculum youth development, public health) is preferred. Master's degree in Public Health is preferred.

- **Advanced management and staff training skills is required**
- **Advanced skills in Microsoft Word, Excel, and Power Point are required**
- **Intermediate or more experience with creating and monitoring budgets is required**
- **Experience supervising an invoicing process (using Quick Books online) is a plus**
- **High attention to detail and the ability to organize resources, establishing priorities**
- **Strong multi-tasking and time-management skills are a must**
- **Experience teaching health science to URM high school students is a plus**
- Strong communication skills – written and verbal – to interact clearly and professionally
- Basic research skills (e.g., literature review, internet research) analytical skills and attention to detail
- Ability to manage sensitive information with the highest degree of integrity and confidentiality.

**Benefits:**

- Time & leave: 20 days – 10 holidays, 8 paid time off (PTO) in first year, and 2 floating holidays
- Medical, dental and vision plans
- Health and transit pre-tax accounts
- Education benefits, time off for approved programs depending on work schedule
- 403b retirement plan available after two years of employment
- Professional development opportunities.

**Reports to:** Institute's Associate Executive Director of Health Science Education.

**Send resume and cover letter:** [MValmont@ArthurAshelInstitute.org](mailto:MValmont@ArthurAshelInstitute.org)

**You must include “Applicant for HSA Manager” in your subject heading.**

***Please note:*** Only candidates considered for initial screening interview will be contacted.

**Anticipated start date: October 2022**

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