Position Announcement

Master of Public Health Program Coordinator

The Department of Global and Community Health at George Mason University (GMU) seeks a full-time, 12 month, Master of Public Health (MPH) Program Coordinator to begin immediately.

The MPH coordinator oversees the MPH degree program, which includes marketing, student recruitment, admissions, advising, curriculum, and compliance with accreditation standards required by the Council on Education for Public Health (CEPH). The program coordinator will also assist with the development, launch, and management of a new online academic degree program.

The successful candidate will have an MPH from a CEPH accredited program (doctorate degree in a public health sciences-related discipline is preferred but not required). We seek applicants with administrative and management experience; experience working with academic/community partnerships; and experience working with online degree programs. The successful candidate will have excellent oral and written communication skills and will be (1) a self-starter and able to work independently, (2) highly organized with great attention to detail, (3) and willing to perform other tasks as assigned.

Mason is one of the fastest growing universities in the U.S. with a national reputation for innovation in higher education, and its extraordinary diversity of its students. Mason holds a top U.S. News and World Report “Up and Coming” spot for national universities and is recognized for its global appeal and excellence in higher education. It is currently the largest and most diverse university in Virginia with students from all 50 states and over 135 countries studying in 198 degree programs. Mason is located in Fairfax, Virginia and is part of the Washington, D.C. metropolitan area offering easy access to the cultural, scientific, and political resources of the nation’s capital.

Founded in 2006, the Department of Global and Community Health offers a B.S. in Community Health, an M.S. in Global Health, and a Council on Education for Public Health accredited MPH with concentrations in Community Health Promotion, Epidemiology, Global Health, Health Policy, and Public Health Communication, enrolling over 450 undergraduate and 100 graduate students. The department comprises 15 full-time faculty members with backgrounds in the social and behavioral sciences, environmental health, epidemiology, and global health who are committed to the ideals of health equity and social justice among underserved domestic and global populations.

An offer of employment is contingent upon background verification. George Mason University is an Equal Opportunity/Affirmative Action/Veterans/Disability Employer encouraging diversity.

For full consideration, applicants must apply for position number FA87DZ at http://jobs.gmu.edu/; complete and submit the online application; and upload: (1) a cover letter describing the applicant’s qualifications, (2) a current curriculum vitae; and (3) contact information for three references (include title, affiliation, mailing addresses, e-mail address, and telephone number).

Review of applications will begin May 18, 2016 and continue until the position is filled. Only complete electronic applications submitted using jobs.gmu.edu will be reviewed. Please send e-mail inquiries or nominations to Dr. Ali Weinstein, Search Committee Chair, Department of Community and Global Health at aweinst2@gmu.edu.