

Posting Number:	0806755
Position Title:	Program Manager
Working Title (if applicable):	Regional Coordinator, HEROs and BA/MD
Department	VP Community Health
Salary Grade	13
Salary:	\$3,163.33 - \$4,333.33 Monthly
Work Location:	UNM Health Sciences Center (Abq)
Position Summary:	<p>Funding available through 06/30/2011; continuance beyond that date is subject to the Department's operational needs as outlined in UBPPM #3200, Employee Classifications, click here.</p> <p>The Office for Community Health oversees the Health Extension Rural Offices (HEROs) program around New Mexico and will partner with the UNM School of Medicine Office of Diversity and its Combined BA/MD Program in planning and implementing a closely associated set of program initiatives for communities around the state. The Regional Coordinator for the southern region will participate in the development and implementation of community programs and outreach activities, the generation of program resources, and the design and development of program operating goals, objectives and protocols. The selected candidate will serve as the primary point of contact and liaison between HSC and southern NM communities.</p> <p>HEROs:</p> <ul style="list-style-type: none"> • Live in the community • Link local health needs with UNM resources • Improve local health services and systems • Encourage youth to finish school, enter health careers • Recruit and retain a local health workforce • Bring latest research and health care practices to the community • Strengthen community capacity to address local health problems <p>BA/MD recruiters:</p> <ul style="list-style-type: none"> • Establish and administer programs for targeting, recruitment, and retention of students for combined BA/MD program • Develop programs and marketing materials • Visit schools and make presentations to groups and individuals • Provide academic counseling, planning and advising to potential students • Assist students in the development of testing strategies, writing skills and completion of applications through seminars and workshops • Coordinate applications for financial assistance • Visit high schools and New Mexico communities, speak to groups and individual students, and meet with school counselors to promote outreach activities • Coordinate community workshops and retreats • Arrange visits from prospective students and parents. <p>POSITION BASED OUT OF LAS CRUCES. REQUIRES TRAVEL AROUND SOUTHERN REGION OF NM.</p> <p>This is a full-time, benefits eligible position.</p>

	The University of New Mexico (UNM) provides a diversified package of benefits including medical, dental, vision, and life insurance. In addition, UNM offers educational benefits through the tuition remission and dependent education programs. For a more complete explanation of the benefits, Click here.
Minimum Qualifications:	<p>High school diploma or GED; Directly related management expertise in fiscal services, administration, and human resources gained through either 2 years of equivalent-level work experience or completion of the UNM Management Academy.</p> <p>At least 3 years of additional work experience that can be demonstrated to be applicable to the duties listed on the job description.</p>
Preferred Qualifications:	<ul style="list-style-type: none"> • Bachelors degree in community health or health related field • Graduate degree obtained or in process, in community health, management, or health related field • Demonstrated ability to determine informational needs, collect and analyze information, and devise and develop statistical analyses and reports • Familiarity with high school recruitment strategies • Experience in working with high school students • Demonstrated experience working with local health organizations (health councils, hospitals, NM DOH, etc) • Contract and grant writing experience • Developing and presenting material to a variety of individuals and/or groups • Bilingual Spanish/English
Posting Date:	06-29-2010
For Best Consideration:	07-14-2010
Closing Date:	Open Until Filled
Application type required for this position:	Staff/UNM Temps Employment Application
Additional requirements for this position:	<ul style="list-style-type: none"> • Candidates for this position must be eligible for employment as verified by the US Department of Health and Human Services Office of Inspector General (OIG) and the Government Services Administration (GSA); those individuals on the OIG/GSA Exclusion Lists will not be considered for hire. Once hired, periodic checks will be made for eligibility of continued employment. <p>Click here to view additional position details</p>
Required Applicant Documents:	<p>Resume Cover Letter Writing Sample</p>
Optional Applicant Documents:	
Special Instructions to Applicants:	<p>Please submit a writing sample addressing HEALTH ISSUES FACING RURAL NM.</p> <p>It is preferred that the writing sample be authored solely by the applicant. If the writing sample is a document previously prepared with other authors, please clearly define the applicant's role in the preparation of the document.</p>
Position Type:	Staff
Appointment Type:	Staff - Term
Term Appointment End Date (For Staff Only):	06-30-2011

Posting Type:	Competitive
Posting Department Website:	
Institutional Commitment:	University of New Mexico is committed to promoting and supporting the diversity of our campuses. UNM is an Affirmative Action/Equal Opportunity Employer.
Exempt/Non-Exempt	Exempt
Quicklink for Posting:	unmjobs.unm.edu/applicants/Central?quickFind=58232