

Position Description

Position Classification: Program Associate I/PA30 08

Position Title: Education and Outreach Coordinator

University of Iowa Center on Aging (COA)

Basic Function and Responsibility

Under the direction of the Director(s) and COA Administrator, plan, coordinate, promote, administer and evaluate education, training, and outreach programs and resources in aging of substantial complexity and impact for faculty, students, staff, health professionals, organizations and community members through the University of Iowa Center on Aging (COA).

Characteristic Duties and Responsibilities

Administer the Center on Aging Education and Outreach Unit (EOU) consistent with the overall mission and operation of the COA

- Recommend and implement the goals, structure, operation, and evaluation of the COA-EOU
- Link faculty, staff, students, and clinical programs at UI with aging-related educational resources, curriculum and community-based programs in Iowa and nationally in order to enhance and support the quality of education and training programs in gerontology and geriatrics
- Assist with funding applications and development of prospectuses for gifts in support of COA-EOU objectives
- Manage the COA-EOU budget
- Prepare and present periodic and special reports
- Supervise assigned staff and students
- Oversee the Osher Lifelong Learning Institute

Develop and expand aging-related education and outreach activities.

- Collaborate across UI Colleges, programs and disciplines to increase the number of aging-related education, training, and outreach activities including curricula, seminars, colloquium, fellowships, and experiential learning opportunities
- Participate in and provide representation of UI's education and outreach activities in aging at conferences, professional meetings and community-based events
- Forge working relationships with statewide public agencies, health professional organizations, and private organizations with interest and activities in aging to generate meaningful plans for demonstration programs.

Promote interdisciplinary cooperation and communication at the University of Iowa, among Regents' institutions, and with statewide organizations and agencies relative to education, training, and outreach opportunities.

- Integrate information on aging-related degree programs, fellowship opportunities, internships, and community-based services for members of the UI community and Iowans statewide
- Establish a network of UI faculty and staff specialists in aging who are accessible to community service providers for education and training
- Prepare brochures, articles, news releases and other promotional materials
- Utilize existing and emerging technologies to organize, coordinate, and disseminate information.

Additional responsibilities as designated by the Center's Co-Directors and Administrator.

Civil and Respectful Interactions:

Demonstrates respect for all members of the University community in the course of performing one's duties and in response to administrators, supervisors, coworkers, and customers.

Diversity and Inclusion

Welcomes the richness of talent from a diverse workforce and recognizes that diversity brings stimulation, challenge, and energy that contribute to a productive and effective workplace.

Leadership Accountability

Represents the interests of the University and of unit leadership in the use of resources to meet service and productivity demands within unit goals and budgets; strives to promote continual process and quality improvement.

Learning and Professional Development

Seeks opportunities to enhance one's own professional knowledge, skills, and abilities as they relate to one's current position and/or to prepare for potential future roles and overall career development.

SUPERVISION RECEIVED

General supervision is received from the COA Director and Administrator.

SUPERVISION EXERCISED

Functional supervision is exercised over assigned staff and students.

QUALIFICATIONS

- A Bachelor's degree in Business Administration or related field, or an equivalent combination of education and experience is required; A Master's degree in an appropriate discipline is desirable.
- Reasonable (1-3 Years) administrative, supervisory experience which includes experience with aging-related programs, conference and/or workshop planning, promotion and implementation, and preparing and managing grants is required.
- Some (6 months – 1 year) experience in public speaking, technical writing or teaching older learners including curriculum development and evaluation is required.
- Excellent written and verbal skills are required.
- Must be proficient in computer software applications.
- Demonstrated commitment to promoting a diverse environment is required.
- Certification in human subjects' protections by the University of Iowa Human Subjects Office for research team members required or to be obtained within 6-8 weeks as condition of employment.
- Knowledge of networks in aging at the University of Iowa, state and regional levels is desired
- Some experience with web-based resource management is desired.
- Some experience with advisory board management is desired.