

SOUTHERN CONNECTICUT STATE UNIVERSITY
New Haven, Connecticut

POSITION DESCRIPTION

POSITION TITLE: Program Assistant, Health Leadership Programs
RANK: Administrator II
DEPARTMENT: CARE
SUPERVISOR: Manager, Health Equity Leadership Programs

POSITION SUMMARY

The Community Alliance for Research and Engagement (CARE) is joining with several partners to mobilize community-based networks to deliver a locally-tailored education and outreach campaign to increase access to and uptake of flu vaccinations, with a focus on Black and Latinx residents and low-income populations in New Haven. Community partners include the New Haven Health Department, the Community Health Care Van, Yale New Haven Hospital, community health centers, and Yale School of Medicine.

Under the supervision of the Manager, Health Equity Leadership Programs, the Program Assistant for Health Leadership Programs is responsible for the coordination and delivery of activities associated with the health leadership programs offered at the Community Alliance for Research and Engagement (CARE), co-housed at the SCSU College of Health and Human Services and Yale School of Public Health. The position reports to the Manager, Health Equity Leadership Programs Leadership Programs.

POSITION RESPONSIBILITIES

Under the guidance of the Manager, Health Equity Leadership Programs, modify formal curriculum for CARE's health leadership programs focused on training residents on health equity, the social determinants of health, and community research (New Haven Health Leaders, Community Research Fellows).

Coordinates with the Manager, Health Equity Leadership Programs and affiliates throughout project planning, launch, and execution of programs.

Prepares for and develop program sessions. Coordinates complex logistics to organize program sessions. Leads some sessions.

Supports the Manager, Health Equity Leadership Programs with monitoring participants' progress and performance throughout the program to ensure completion of tasks, and deliverables on schedule.

Understands roles and responsibilities of each program participant in order to facilitate the effective utilization and administration of team resources and activities.

Works closely with the Manager, Health Equity Leadership Programs to gather appropriate information, create systems for gathering information, and synthesize information for reporting. Supports the tracking of success metrics for reporting. Takes the lead on development and overseeing systems.

Leads the administrative processes for processing and tracking paperwork through the University systems. Communicates with participants, partners, and multiple internal SCSU departments to request/receive information for

processing payments.

Prepares for and supports execution of program expansion.

Keeps program team apprised via project plans, meetings and project tasks. Coordinate with other project team members on recruitment and community engagement.

Assists with collaboration with external partners and managing partner relationships.

Effectively coordinates and communicates schedules and confirms dates of service, space to be used, and other scheduling details with program team.

Effectively coordinates resolution of issues.

Attends meetings with CARE staff, administrators and Manager, Health Equity Leadership Programs as scheduled.

Supervise student workers.

Other duties and tasks as assigned by Manager, Health Equity Leadership Programs.

QUALIFICATIONS

A Bachelor’s degree in a relevant field (Public Health, Social Work, Social Sciences). 2 years’ experience in public health programming or similar work; equivalent work experience may be considered. Demonstrated commitment to racial equity. Excellent communication, organization and coordination skills. Excellent computer skills- working knowledge of Microsoft Office Products including Word and Excel. Experience with diverse populations. Individuals who do not meet these qualifications may substitute with appropriate alternate experience.

Preferred: Masters in Public Health, Public Administration, Social Work, or other related field.

FLSA: Exempt

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Tracking# 22012201GC



01/25/2022

For the University

Date



01/22/2022

For the Union

Date

APPENDIX B
SUOAF-AFSCME POSITION ACTION REQUEST
FORM AND PROCEDURES

Position title &

rank: Program Assistant, Health Leadership Programs, Admin II

University: Southern

Date: 01/22/2022

Level 1, Day 0 – Univ. Chief Human Resources Officer creates and presents package to Chapter level SUOAF designee for review. Attachments shall include the following items where applicable: (1) a copy of this form; (2) new and former position descriptions; (3) salary, rank, and rationale; and (4) any additional information required.

Initiating president or designee

LaKecia Anderson, University HR Administrator

Date presented to univ. SUOAF rep.

01/10/2022

SUOAF univ. review & recom. by

Robert DeMezzo, SUOAF-SCSU Chapter President

Date of SUOAF university review

01/10/2022

The above-mentioned package has been forwarded to the Local Union by the university Chief Human Resources Officer. Date: 01/10/2022

Level 2, Not to exceed 10 working days after receipt – Statewide SUOAF review occurs during this interval. Further negotiation may occur at this level prior to final Union approval. Upon such approval, SUOAF shall return all materials to the initiating University Chief Human Resources Officer or designee.

SUOAF Local Pres./desig.: Gregg Crerar

Date: 01/22/2022

Disposition at SUOAF Local level: approve proposed rank & salary

disapprove proposed rank & salary

Comments or recommendations: Tracking# 22012201GC

Date returned to Univ. Chief Human Resources Officer: 01/22/2022

Level 3, Not to exceed 10 working days after receipt – Univ. Chief HR Officer brings paperwork to Council on Employee Relations meeting for review. If no further issues arise, the form is signed by and remains with the Chancellor/designee. If significant changes are required, docs. are returned at Level 1. Minor changes may be affected by appropriate phone consultation.

Date considered by CER: 12/21/2022

Disposition at Council Level:

approve

disapprove

Comments or Recommendations:

Chancellor/designee: 

Date: 01/25/2022

The Univ. Chief Human Resources Officer will provide a signed copy of this form to the SUOAF chapter president.