

JOB DESCRIPTION**Administrative Specialist supporting
the Global Health Initiative (GHI) and the GHI Director**

The Department of Pediatric Hematology/Oncology is looking for an Administrative Specialist to provide skilled administrative support to one senior clinical physician as well as to support the Global Health Initiative (GHI) at Dana-Farber/Boston Children's Cancer and Blood Disorders Center.

Job duties include (but are not limited to):

- Outlook calendar management
- Triage phone calls
- Prepare correspondence and other documents
- Maintain and track provider credentialing, licensure and competency documentation
- Maintain provider clinic schedules
- Support departmental and GHI projects as needed
- Promote the mission of GHI
- Complete on-boarding procedures for Observers and maintain the GHI Observership Program (applications, evaluations, welcome packages, timeline, etc)
- Coordinate meetings and events such as workshops, lectures, seminars (venue, catering, agendas, invitations, reminders, etc)
- Coordinate consult referrals between GHI partner sites and various Departments including Pathology, Radiology, etc
- Update databases on global health resources such as grant announcements, conferences, tools, etc
- Prepare travel arrangements (hotels, air tickets, transportation, registrations,) and process travel expenses for GHI members
- Conduct online literature review or research on journal articles, country statistics, or specific global health-related topics
- Assist the GHI Manager and team members on grant applications and special projects

MINIMUM SKILLS REQUIRED

- Education:** Bachelors Degree and 1-5 years of experience in an office setting
- Languages:** Spanish required
- Computers:** Proficiency in MS software applications including MS Outlook, Word, Excel and PowerPoint as well as Internet and database applications.
- Other:** PubMed, Countway Library resources, End Note software and online research

Great organizational and communication skills and the ability to multi-task are a must. Qualified candidates must be motivated individuals who can work independently and as part of a team. We are looking for someone who is proactive and a strong problem-solver.

About the Global Health Initiative at Dana-Farber/Boston Children's Cancer and Blood Disorders Center:

The Global Health Initiative (GHI) at Dana-Farber/Boston Children's Cancer and Blood Disorders Center is an interdisciplinary program committed to the increase of the survival of children with cancer and blood diseases worldwide through the establishment of centers of excellence in pediatric hematology and oncology care in the developing world and through training the next generation of leaders in pediatric global hematology-oncology. The GHI team brings together faculty, fellows, nurses, social workers, psychologists, health educators, and managers who are involved in international projects on childhood cancer. All GHI activities include ongoing efforts to establish twinning partnerships with sites in low and middle income countries and are centered around three objectives: Program building, Education and Research.

At present, GHI operates a variety of research, training, and partnership projects in Colombia, Dominican Republic, Egypt, Haiti, Liberia, Mexico, Philippines, Rwanda, and Central American countries (Guatemala, Nicaragua, El Salvador, Honduras, Costa Rica, and Panama).