

Executive Director of Global Health Program

Duke Kunshan University

Job Description

Occupational Summary:

The Executive Director (ED) of Global Health Program at Duke Kunshan University, China oversees and leads the development and operations of its global health research center and the MSc-Global Health Master's graduate program. Under the leadership of the Vice Chancellor for Academic Affairs (VCAA), the Chief Academic Officer at Duke Kunshan University, the Executive Director is responsible for providing strategic leadership for all facets of the Program and for ensuring the highest quality of research and education related to global health. S/he also is responsible for recruitment of world-class faculty and staff as well as staff management. He/she is also responsible for yielding up the academic and research activities related to global health.

Reports to:

The Vice Chancellor for Academic Affairs

Essential Duties:

The ED of the Global Health Program at Duke Kunshan has several essential duties outlined as follows:

Leadership and governance

The ED plays a leading role in developing the vision and mission of global health program, with inputs from other relevant faculty and staff of the program and university. S/he will oversee the entire research portfolio and array of education programs being implemented at DKU. S/he also should provide guidance to the Director of Graduate Studies on education activities, particularly as they impact and require faculty hiring and development. Building in the achievements of the first five years, Het/his main duty is to take the global health program at DKU to the next level so that it is recognized in China and globally for its high caliber research and innovative teaching.

Faculty recruitment and development

Under the auspice of the VCAA, the ED is responsible for developing and implementing an annual faculty recruitment plan for the global health program, and for faculty retention. S/he is expected to undertake annual review/performance evaluations for all the DKU-based global health faculty and oversee the procedures undertaken for re-appointment or/and promotion of faculty, as required by VCAA.

Student recruitment and development

The ED must play a leadership role in growing and advancing student recruitment activities, esp in support of the MSc in Global Health. She/he must be prepared to develop a vibrant network of feeder schools and related channels to ensure adequate numbers of qualified Master's applicants each year.

Administrative activities

With support from senior program coordinators, the ED is responsible for the development of an annual program budget submitted to the DKU leadership, and the effective implementation of the agreed budget plan. The ED also is responsible for the administration of funding allocated to the global health program. The ED also is expected to help raise external funding from local and international sources to support the research activities of the GHRC.

The ED is required to attend administrative meetings in person or virtually, as required at DKU, and contribute to the overall operation of DKU, as required by the EVC and VCAA.

Qualifications:

- The successful applicant will have an MD or Ph.D. degree and 10 or more years of relevant experience, preferred at academic institutions with a record suitable for a tenured faculty appointment at Duke Kunshan University. Experience working in both China and other countries is highly desirable.
- An institution builder who understands the challenges and opportunities of working within and building a new university.
- A strategic leader who creatively and systematically can create and develop ways to improve the quality and visibility of the GH programs.
- H/she is knowledgeable about the evolving nature of the global research landscape in the 21st century.
- A strong problem solver and critical thinker with a strategic thinking mind set, and at the same time a person who also is hands-on. The qualified candidate must have a strong commitment to innovation and creative expression regarding the evolution and development of research and education programming.
- A solid team player who understands the value of collaboration and partnership in an academic setting.

- Experience with research and budget planning and management.
- Competence in cross-cultural communications and the ability to work with faculty, students and staff in a multicultural setting.
- Knowledge of contemporary China and the Chinese higher education environment is desirable.

Application:

Applicants should provide a cover letter including a clear statement of the candidate's specific interest in DKU and in the advertised position, a curriculum vitae, as well as the names and contact information for three references. All materials should be submitted through Academic Jobs Online: <https://academicjobsonline.org/ajo/program/13110>. We will accept applications until the position is filled.