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Job ID 352192

The Center of American Indian and Minority Health (CAIMH) Assistant Director will support the mission of the unit by providing direct support to the Director through strategic planning and leadership in the development and management of Native American health education pathways and programs, including but not limited to recruitment, outreach, retention, developing and delivering Indigenous health curriculum, and Tribal community health partnerships and initiatives.

This position's job duties include:

20% Program Development

Provide strategic leadership and operations oversight of the Center of American Indian and Minority Health pathway programs, cultural events, student support and success, community partners, curriculum, and other programming as assigned.

Assist the Director with leadership responsibilities as they pertain to meeting the mission of U of MN and CAIMH and represent the Director and the unit when the Director is absent, for management of CAIMH, meetings, or other work as assigned.

40% - Education

Co-develop syllabi or lessons for coursework, teaches/instructs, and assesses culturally responsive curriculum.

Deliver and/or coordinate delivery of Indigenous health curriculum

Identify educational, scholarly, research, experiential, and other opportunities for Native American pre-health and health students to support their learning.

Provide culturally responsive instruction and support to health sciences undergraduate, graduate, and professional students training in Native American clinics and communities.

Develop culturally responsive curriculum, lesson plans, learning objectives, and instructs for newly developed coursework, electives, and pathway programs.

20% - Outreach/Community Relationship Development

Develop, manage, and maintain strong working relationships within the University system and with Tribal partners located throughout the Bemidji Area.

Provide outreach to Native communities and build partnerships that will develop opportunities for Native American students to explore academic health center programs as options for further studies and community driven research opportunities.

Collaborate with the Director to provide presentations, training, workshops, panels, and other discussion with and for other University of Minnesota schools and departments, government agencies, officials, institutions of higher education, health organizations, researchers, and other stakeholders and entities on topics that relate to the work of CAIMH.

Establish, manage, and maintain a database of professional contacts with community colleges, tribal colleges, consortium partners, and tribal educational departments and of Native American students

Provide supervision, advisement, and/or critical relational support to Native and non-Native students conducting academic scholarly, research, experiential learning, and other projects that involve tribal communities or initiatives through CAIMH and the University of Minnesota Medical School.

20% - Student Support

Support the learning and service needs of non-Native health students who study, collaborate, and visit CAIMH

Plan, develop, and implement recruitment and retention policies and programming for AI/AN students.

Support the expansion of Native American student services within the Colleges of Nursing, Pharmacy, Dentistry, and Medicine and other programs in the health professions and health sciences.

Qualifications

Required Qualifications

Bachelor's Degree with at least 6 years of experience

Demonstrated experience working in or with AIAN communities

Strong communication skills

Experience developing and delivering presentations to large and diverse audiences

Experience developing collaborative efforts to achieve goals

Experience coordinating local and regional meetings

Preferred qualifications:

Experience working with youth

Experience developing and delivering educational curriculum