

Position Title: Experiential Learning and Assessment Laboratory (ELAB) Administrative Assistant

Reports to: ELAB Coordinator

Location: JFK Medical Center, Monrovia, Liberia

Engagement: Full-time contractor

About BRIDGE U:

BRIDGE-U: Applying Research for a Healthy Liberia is a USAID-funded partnership between the University of Liberia College of Health Sciences (ULCHS), Yale University, Vanderbilt University Medical Center (VUMC), and other innovation and health sector, partners. The five-year project will establish a Center for Teaching, Learning, and Innovation (CTLI) at ULCHS, which will house activities, facilities, and personnel working to utilize research for development impact. Further, it will build research capacity utilization throughout the health workforce pipeline while generating new knowledge and how best to do both. By the project's end, CTLI will be a national public-private academic hub for research utilization training and collaboration throughout Liberia's health sector supported by institutionalized revenue generation and administrative systems.

CTLI's Experiential Learning and Assessment Lab (ELAB) will deliver simulation-based training utilizing standardized patients (actors) and high-tech manikins that allow students and practitioners to practice professional skills and patient care techniques in a simulated clinical setting. Clinical simulations will be built around the application of research findings (including new standards of care and best practices as identified by national, regional, or international regulatory bodies or associations) in inpatient care scenarios, incorporating debriefings with trained observers following each simulation.

The ELAB will be based at the John F. Kennedy Medical Center in Monrovia, Liberia, the teaching hospital for ULCHS. This location will facilitate utilization of the lab by medical students, residents, nursing and midwifery students from multiple schools, and practicing clinicians as well.

Summary of Position:

The Administrative Assistant will be responsible for full administrative and basic coordination tasks at the ELAB.

Description of Responsibilities:

1. Manage the schedule of simulation sessions and room reservations.
2. Provide monthly utilization reports, including both operational and financial data.
3. Schedule and plan events, including meetings, travel itineraries, tours, fundraisers, etc.
4. Interact professionally with senior faculty, JFKMC and ULCHS leadership, visitors from external partners, students, and vendors.



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5. Assist with monitoring, evaluation, and learning (MEL) surveys and data collection.
6. Assist with procurement and expense management.
7. Assist with invoicing and payment from external clients.
8. Provide administrative support to the entire ELAB team as well as participating faculty and students.
9. Support other ELAB staff members with upcoming simulation sessions.
10. In consultation with the ELAB team, perform regular inventory checks and order backup supplies as needed.
11. Perform other duties as required by supervisor or other senior staff.

Qualifications

1. Education: Bachelor's degree in Public / Business Administration or related field.
2. Experience: At least three (3) years of related work experience. Must have experience in working with a dynamic team.
3. Skills:
 - a. Excellent computer skills, including proficiency in Microsoft applications.
 - b. Proficient in both written and verbal communication; excellent spelling, vocabulary, and grammar.
 - c. Attention to detail, including the ability to follow complex oral and written instructions.
 - d. Ability to establish and maintain office records and files.
 - e. Ability to perform a variety of important, sometimes urgent, confidential, and complex tasks.
 - f. Time management skills and ability to prioritize assignments and deliver within required schedules.
 - g. High energy level, strong work ethic, and positive attitude.
 - h. Sound judgment and discretion when handling sensitive matters.
 - i. Ability to arrange essential incoming items in priority action order, and manage deadlines on incoming requests to the successful execution of simulation exercises.

Application Instructions

To apply, please submit a cover letter and resume to ULCHSHR@ul.edu.lr and cc doloit@ul.edu.lr with the subject line "ELAB Administrative Assistant Application." Applications must be received no later than May 15 2022. Applicants who advance to the next round will be contacted and invited to participate in interviews in late May. The successful candidate will be expected to start by July 2022.