

Rice360 Administrative Specialist

Classification: Administrative Operations Specialist I

Reports To: Rice360 Director of Operations

Position Summary:

The Rice360 Institute for Global Health offers innovative programs to engage undergraduate students in the design and implementation of new technologies to solve real global health challenges. Through a Global Health Technologies minor, international summer internships, and post-baccalaureate fellowships, these early stage technologies are prototyped, evaluated, refined, deployed and scaled across the world.

Rice360 has become a leader in global health education, research and implementation, focused on experiential and problem-based learning, and recognized as a model of excellence by Science magazine and the US National Academy of Engineering.

Rice360 works closely with research and program partners in the developing world, collaborators within Rice, the Texas Medical Center and other educational and medical institutions in the U.S. and across the globe. Rice360 has staff permanently located in Malawi, Kenya, Tanzania and Nigeria to support those research partnerships.

Under the supervision of the director of operations, the administrative specialist is responsible for supporting various administrative functions for Rice360, including: implementing the day-to-day business and administrative activities of the institute; executing special projects, with analyses and reports; assisting with the planning and implementation of events, such as guest speakers, training workshops, conferences, and fundraising activities; coordination of domestic and international travel, including securing airfare and hotel as well as communication with overseas based staff regarding planning and logistics; processing of purchasing card transactions; representing the institute with tact and proper decorum with all constituents; and other duties as assigned.

This is a temporary position for 6-months, with the possibility of extension, dependent upon need and available funding.

The ideal candidate is highly organized, detail-oriented and takes initiative, with excellent interpersonal skills, experience with event planning and international travel logistics, and a passion for achieving equitable and quality healthcare for everyone, everywhere.

Minimum Education Required: Bachelor's Degree

Substitution for Education Requirement: Experience may not be substituted for the education requirement.

Education Preferred: Master's Degree

Minimum Experience Required: 1 year

Specify Type of Experience: Related administrative experience working in a college or university setting with faculty, staff, and students which includes experience coordinating and planning international travel and coordinating large, complex meetings/events.

Substitution for Experience Requirement: May substitute additional related education, above and beyond what is required, on an equivalent year for year basis in lieu of the experience requirement.

Experience Preferred: Administrative experience within Rice University

Minimum Skills Required

- Ability to prioritize work and multi-task
- Excellent organizational skills
- Ability to take initiative and ownership of projects
- Written and verbal communication skills
- Ability to exercise sound judgment in making decisions
- Relevant subject matter knowledge

Skills Preferred:

- Strong Microsoft (MS) Excel and Word skills, with familiarity of other MS Office programs
- Basic knowledge of Rice University administrative systems, especially purchasing card policies and procedures
- Team player with excellent interpersonal skills
- Strong attention to detail
- Ability to work under deadline with flexibility, tact, good judgment, discretion, and take initiative
- Demonstrates Rice 360° core values: innovation, equity, community, integrity, accountability, empowerment and transformation
- Demonstrated sensitivity to low resource settings

Internal / External Contacts:

- Internal: Frequent contact with Rice360 staff and faculty.
- External: Contact with Rice University partners in other departments and occasionally with NEST collaborators in Malawi, Kenya, Tanzania, and Nigeria.

Physical Demands: Requires working at a computer for extended periods of up to 8 hours per day

Working Conditions:

- Monday-Friday 8 a.m. - 5 p.m.
- Occasional weekend/evening work

Essential Personnel: Position is not considered essential during a campus emergency.

Essential Functions:

- Implements, administers and evaluates day-to-day business and administrative activities of the department, function or program
- Provides input on the budget, budget planning and other financial matters
- Assists in managing unit budgets and monitors and approves expenditures

- Assists in the management and coordination of the human resource function including performance management, promotion, employee relations, compensation, job descriptions, job postings and recruiting
- Organizes, manages and completes special projects
- Collects and analyzes data, creates reports, reviews and explains trends; formulates and evaluates alternative solutions and recommendations to achieve the goals of the program or function
- Analyzes and interprets policies; develops, revises and implements procedures
- Plans and implements outreach activities that may include communications, events, training, conferences, and fundraising
- Performs all other duties as assigned

Other Functions:

- Coordinates domestic and international travel, including securing airfare and hotel as well as communication with overseas based staff regarding travel and logistics planning
- Prepares summary travel documents for institute faculty and staff
- Processes purchasing card transactions

To apply: Please submit the following to Brian Miller (bcm3@rice.edu), Rice360 Director of Operations:

- Resume
- Cover letter