

Job Offer	
Job description	<p>SSPH+ PhD Program Public Health is looking for an Assistant PhD program manager 40-50%</p> <p>The SSPH+ PhD Program Public Health, financed by the Foundation Swiss School of Public Health+ and a ProDoc program of the Swiss National Science Foundation, is responsible for coordinating the national PhD training program in public health in Switzerland. We organize approximately 10-15 courses annually for more than 60 PhD students registered in five Swiss universities, manage a student and course database and coordinate at least one national student meeting each year, as well as facilitate lecturer/supervisor meetings.</p> <p>As our collaborator you will support aims to improve doctoral training in public health in Switzerland at various levels. You will have full responsibilities in the operations, program management, public relations and marketing of the courses, and an active role in the national coordination team.</p> <p>Tasks and responsibilities:</p> <ul style="list-style-type: none"> - Be responsible for the course administration (eg contracts with partner institutes, accounting and course evaluations) - Organize the national student and supervisor meetings - Be the first contact point for students and manage the national student registration - Be actively involved in the planning of public health training in Switzerland
Your profile	<p>We are seeking an enthusiastic, flexible and highly motivated person for the 40-50% position of Assistant Program Manager of the SSPH+ PhD program. The ideal candidate is self-motivated and an excellent organizer, communicator and team player. Ideally, you have a university background (minimum BA level), experience in an administrative role, superior organizational skills, good knowledge of standard software (Excel and Access or comparable database) and of web-publishing. Experience, training in public health and interest in higher education development is desirable.</p>
Application	<p>Please send a letter of motivation and a curriculum vitae electronically to Prof. Braun-Fahrländer (use address of secretary: Nora.Bauer@unibas.ch)</p> <p>Deadline for applications: March 31st 2010</p>
Information	<p>For more information please contact Prof. Charlotte Braun-Fahrländer, email c.braun@unibas.ch</p>
Location	<p>Swiss Tropical and Public Health Institute, Socinstrasse 57, 4051 Basel</p>
Start and Duration	<p>Start May 1st 2010 or by agreement</p> <p>The position is currently limited to 2 years but might be prolonged</p>