



ROWAN UNIVERSITY RUTGERS CAMDEN BOARD OF GOVERNORS

Program & Policy Analyst

Overview

Rowan University Rutgers Camden Board of Governors (“Joint Board”), as constituted under the “New Jersey Medical and Health Sciences Education Restructuring Act,” P.L. 2012, c.45, s.34, is an innovative partnership between two world-class institutions designed to create meaningful shared research and to provide unique education and training opportunities. The mission of the Joint Board is to leverage and expand Camden’s significant medical, research and education assets to support growth in the region’s health care capacity. The Joint Board facilitates the development of curricula and programs at Rowan University and Rutgers University-Camden in the area of health sciences, through collaboration between these two institutions and other educational entities. The Joint Board has launched several initiatives, including but not limited to, the Medical Assistants Training Program, the Alzheimer’s Journey Coordinator Certification Program, and the Medical Legal Partnership.

Position Summary

The Program and Policy Analyst will report directly to the Chief Executive Officer and work closely with the Administrative Assistant and staff of the Rowan University Rutgers Camden Board of Governors. The duties include, but are not limited to the following:

- Assists CEO in the development and implementation of education, research, workforce development and training programs.
- Gathers information to analyze and evaluate the effectiveness of current or projected operating programs; conducts site visits; reviews program expenditures; prepares reports; recommends changes in program objectives, operations, use of resources and does other related work.
- Designs, implements and conducts orientations and workshops for the Medical Assistant Training Program and Alzheimer’s Journey Coordinator Certification Program;
- Responsible for facilitating, participating and guiding curriculum development process with universities and education institutions for new health sciences programs launched by the Joint Board.
- Develops outreach activities for potential employers for internships, externships and job placement for students graduating the Medical Assistant Training Program and the Alzheimer’s Journey Coordinator Certification Program.
- Tracks and monitors student success stories and career placement after graduation.
- Researches potential government, corporate and foundation support.
- Assists in developing Joint Health Sciences Center campus projects.
- Conducts research and develops presentations for CEO and the Joint Board.
- Assists CEO with compliance matters and serves as the Ethics Liaison Officer for the Rowan University Rutgers Camden Board of Governors.

Position Status Full Time

Hours Per Week 35

Annual Minimum Salary 55,000

Qualifications:

Minimum Education and Experience Graduation from an accredited college or university with a Bachelor's degree and at least one (1) year experience in the review, analysis and evaluation of operating programs in an agency or organization.

Required Knowledge, Skills and Abilities

Knowledge of the methods used to gather and analyze data.

Knowledge of the methods used to conduct research, analysis and evaluations.

Ability to collect and analyze data.

Ability to review and evaluate operational programs and activities.

Ability to identify actual and potential problem areas, and recommend changes.

Ability to prepare reports and PowerPoint presentations.

Ability to establish records and files.

Ability to manage grants and prepare reports for funders.

Ability to learn to utilize various types of information systems used by the agency, office and related units.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of the position.