

**CLSI
POSITION DESCRIPTION**

Department Name	Position Title/Number	Reports To
Global Health Partnerships	Education Director	Vice President, Global Health Partnerships
Effective Date:	Executive VP Signature/Date:	H.R. Signature/Date:
Employee Name:		
Hire Date:		
<p>I have reviewed these job requirements and verify that I can perform the minimum requirements and essential functions of this position. This position description is intended to describe the general nature and level of work being performed. It is not intended to be a complete list of all responsibilities, duties, and skills required of the position. Other appropriate duties may be assigned that are not listed in the description.</p> <p>Employee Signature: _____ Date: _____</p>		

OVERALL STATEMENT OF RESPONSIBILITIES:

The Education Director is responsible for organizing, implementing, and reporting on the day-to-day operations of the Education Program, consistent with the mission and vision of CLSI. Primary responsibilities include, but are not limited to, coordinating the identification and assessment of laboratory education needs and available resources among CLSI constituencies, in support of current CLSI programs. The Education Director works closely with the Vice President of Global Health Partnerships and the Director of Laboratory Strengthening to continually grow and refine CLSI’s education strategy in order to achieve short- and long-term goals. The Director is responsible for fostering and maintaining strong collaborations with the professions, industry, government, and regulatory organizations, actively seeking opportunities for cooperative laboratory education activities through joint participation and/or sponsorships for the advancement of laboratorians and the quality of care through the engagement and application of CLSI standards and guidelines. The Education Director works collaboratively with CLSI staff at various levels in the implementation of the Global Health Partnerships (GHP) strategies and integration of activities.

MAJOR JOB DUTIES:

- Responsible for the organization, implementation, and continual development of a comprehensive education program, which promotes positive attitudes toward CLSI products and services, and generates a sustainable revenue stream.
- Works with the GHP senior management team, and coordinates and directs the identification and assessment of laboratory education needs and the available resources.
- Works closely with CLSI staff to determine customer needs, and to identify opportunities for education programs and expansion of the CLSI offering of products and services.

- Works closely with CLSI staff to develop the educational program for CLSI's annual Leadership Conference.
- Works with volunteers and staff to develop and maintain a library of educational tools and resources.
- Develops and successfully administers the program budget. Monitors CLSI financial statements/documents, and allocation of resources.
- Fosters and maintains strong collaborations with the professions, industry, government, and regulatory organizations actively seeking opportunities for cooperative laboratory education activities through joint participation and/or sponsorships for the advancement of laboratorians and quality of care through the engagement and application of CLSI standards and guidelines.
- Oversees the development of CLSI education programs that are Web-, audio-, video-, and print-based, as well as live presentations (eg, poster sessions, roundtable sessions, and oral presentations) at annual meetings in conjunction with volunteers.
- Identifies new educational programs and topics based on CLSI documents with the objective of improving standardized best practices in the clinical and laboratory settings worldwide.
- Provides on-site coordination for CLSI educational programs conducted either as stand-alone programs or in conjunction with partner organizations.
- Communicates effectively both in writing and orally, including documentation, recordkeeping, and correspondence.
- Performs other duties as assigned or as necessary to achieve organizational goals and objectives.

QUALIFICATIONS:

- Master's or doctoral degree in education, biological sciences, or public health and a minimum of three years of experience in an accredited health professions program.
- Excellent organizational, verbal, and written communication skills, as well as analytical skills, including the ability to conduct research, write analyses and reports, and make oral presentations to a variety of internal and external colleagues and constituencies.
- Strong conceptual and analytical abilities and capacity to manage multiple projects concurrently.
- High standards of professionalism and integrity, and a commitment to quality in all aspects of job performance.
- Strong collegial, collaborative, and interpersonal skills to support work as part of a team.
- Management and operating style suited to work in a small office setting with limited support staff and telecommuting staff, where teamwork among peers is highly valued.

- Passion and commitment for excellence, with success grounded by strong data and accountability measures.
- Enjoy working in a fast-paced, deadline-driven environment with exceptionally high standards for quality work.
- Strong management and supervisory skills, including ability to mentor and evaluate performance of support staff.
- A demonstrated ability to work cooperatively with professional volunteers.
- Ability to manage content development and acquisition; instructional design; content delivery using various modalities, media and methods; and site logistics.
- Fluency in a language other than English is preferable.
- Some travel required (approximately 10%) including occasional international travel.

EMPLOYEE SIGNATURE Date _____

MANAGER SIGNATURE Date _____

SUPERVISOR/MANAGER NAME (PRINTED)