

Child Family Health International

P.O. Box 929
El Cerrito, CA 94530

July 8, 2021

Re: CFHI Teaching Assistant Role

Child Family Health International (CFHI), a non-profit leader in Global Health education is seeking a teaching assistant (TA) to support our virtual global health elective which engages students across the world to develop multi-dimensional competencies in global health. To learn more, check [here](#).

Timeframe: The role is from August 15, 2021 to April 15, 2022. The role requires approximately 10-15 hours per week of commitment. Some hours will be synchronous with online programming, others will be asynchronous (per the TA's schedule availability). The elective will be offered for four weeks in October 2021 and in February and March 2022.

Compensation: The role is on a contracted basis and a \$1000 honorarium is provided at the completion of the elective in April 2022.

Roles/responsibilities:

- Provide support for the daily activities of the Virtual Global Health Electives including convening Zoom meetings, troubleshooting platforms, updating assignments in Google Classroom, and coordinating faculty requests.
- Ensure programmatic components are executed in a smooth, seamless fashion.
- Assist CFHI team and partners in preparing schedules, faculty appointments, and related activities prior to the start of the elective.
- Communicate with students and faculty to ensure pre-elective, intra-elective, and post-elective components are in place and completed.
- Summarize program data and student evaluations after each elective period

Requirements:

- Demonstrated compassion for Global Health and health equity.
- Excellent organization and communication skills
- Effectively work cross-culturally and with dynamic realities of virtual global engagement.
- Experience with program/project organization and administration.
- Time and schedule availability to allow for hands-on coordination during the period of the role.
- Ability to summarize survey results in PowerPoint slides.

CFHI will provide training in Zoom, Google classroom, Google suite, SurveyMonkey, and related platforms, as needed.

To Apply: Send a statement, of interest and CV/resume to Robin Young, CFHI Managing Director at robin@cfhi.org by July 26, 2021.

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