

Vacancy for full-time position as Assistant in Educational Program Development at the Institute for Interdisciplinary Innovation in healthcare (I3h)

Context of the I3h Institute

Precision medicine will revolutionize healthcare by tailoring therapies to the individual characteristics and needs of each and every patient, through efficient translation of research findings into standard of care.

Translational medicine is the interdisciplinary science that will make precision medicine a reality. It covers a continuum path, from basic research to preclinical and clinical R&D, and ultimately patient-centric care.

Effective implementation of both precision and translational medicine will depend on the capacity of academic centers to educate and train a new generation of scientists, engineers, managers, physicians and caregivers.

Inspired by recent initiatives in the US, the Université libre de Bruxelles (ULB) creates, with the support of the Fund Baillet Latour, an Educational Program in Translational Medicine in the context of the Institute for Interdisciplinary Innovation in healthcare (I3h). The Educational Program in Translational Medicine aims to educate students, PhDs, post-docs and professionals operating in healthcare and related sectors. The portfolio spans different modules providing a holistic view of the health system, and develops the competencies to meet scientific, clinical and regulatory challenges but also address organizational, business, management and societal issues. Further information is available at www.i3health.eu.

Function

To enforce our team located on the campus Erasme (Anderlecht), we are looking for an Assistant in Educational Program Development.

After a period of integration and learning, your roles and responsibilities will be:

Assistant to the I³h team:

- You schedule and organize appointments, meetings and travel itineraries, and coordinate related arrangements
- You manage I³h technical equipment and facilities
- You manage and follow up I³h budget (monthly reporting)
- You keep records of all project information and documentation
- You assist in various administrative tasks: data processing, file maintenance, communications, preparing reports, meeting minutes

Public Relations:

- You develop and manage I³h's promotional activities: website (WordPress), on-line publications (Twitter, Facebook ...), printed brochures, PowerPoint presentations ...
- You elaborate a Public Relations plan and implement it
- You manage I³h's Public Relations opportunities (partners, prospects ...): participation at public events, liaison with professional associations, media relations ...

Educational Program

- You support the Program Manager in the setting of the interfaculty courses, their execution and follow-up. This will involve:
 - Administrative and financial management
 - Selection and distribution of the course materials
 - Logistic coordination of the guest speakers
 - Evaluation of the different course modules
 - You support the set-up of an inter-university network on national and international level
- You analyze and evaluate the specific needs of healthcare industries
- You participate in the development (completely or partly) of these needs to set-up individual Professional Education Programs
- You support in the set-up of the I3h Alumni Network

Competencies

- You have a Bachelor/Master degree in Communication and/or have previous experience in general office administration
- You have excellent computer skills in Microsoft Office (Outlook, Excel, Word, PowerPoint)
- You strive for quality, are efficient and have good eye for details
- You have strong communication (written and verbal) and organization skills
- You are fluent in English and French (Dutch is a plus)
- You can set priorities and are not afraid to tackle administrative tasks
- You are dynamic, pro-active, flexible and have a positive team spirit
- Knowledge and interest in healthcare is clearly a plus

Offer

- A stimulating and varied job in a professional and dynamic organization
- Permanent coaching in a pleasant and stimulating working environment
- Opportunities to evolve thanks to training and an extended network in the healthcare sector on the national and international level
- ULB advantages

We strive to hire people who reflect this innovative vision and embrace interdisciplinarity, diversity and inclusion to advance innovation in healthcare, develop a lifelong learning program for professionals, and grow the Institute.

Contact

Mail your motivation letter and CV to hstevens@i3health.eu and mneunez@i3health.eu if you have additional questions, you can contact Hilde Stevens or Marie Neunez by e-mail.

Please note that you will be asked to work on 5 Saturday morning (9.30 until 13.30) that can be recovered. The dates are the following: 3/02/2018, 24/02/2018, 3/03/2018, 17/03/2018 and 24/03/2018.