



**Education Coordinator/Health Science Specialist  
VA Health Services Research and Development  
Center for Innovations in Quality, Effectiveness and Safety  
and  
Baylor College of Medicine**

**Salary Range: \$63,091 - \$82,020**

The Michael E. DeBakey VA Medical Center, Houston, TX and Baylor College of Medicine are seeking qualified applicants for the position of **Education Coordinator/Health Science Specialist**, for the VA Center for Innovations in Quality, Effectiveness and Safety (IQuEST). We are seeking a highly motivated individual to serve as an education coordinator for multiple federally funded healthcare fellowships and training grants. The role of the health science specialist will be to coordinate and carry-out the day-to-day activities of the Education Core. The ideal candidate will have some prior knowledge of educational evaluation, fellowship management and health services research. This position will be based in **Houston, TX**.

**Tasks and Responsibilities include:**

**1. Program Administration**

- Work w/Program Directors to update recruitment materials (website descriptions, flyers) and disseminate annually; coordinate recruitment activities (job fairs, virtual town halls)
- Serve as the liaison between the applicants and the program, including the program directors
- Serve as the liaison between the program and OAA or other program office
- Serve as a first response on inquiries, coordinate initial communication between applicants and directors, and ensure application materials are collected
- Schedule and coordinate interview days with the applicant and potential mentors/collaborators at IQuEST
- Work with HR to onboard fellows in a timely manner
- Coordinate fellows' MEDVAMC and IQuEST onboarding and orientation activities with IQuEST operations team
- Coordinate w/IQuEST Education team on IQuEST curriculum, activities, and fellowship expectations
- Work w/program directors to coordinate quarterly check-ins w/fellows on IDP progress
- Coordinate an annual review of all fellows and program operations w/program directors and advisory committee
- Work with IQuEST Education Core on maintaining and updating a tracking database of applicants, current fellows, and alumni
- Participate in applications for extramural funding or other financial support

- Creates and maintains timelines and standard operating procedures for program administration
- Coordinates program activities
- Prepares and oversees project-related documentation, such as Institutional Review Board documents and study binders
- In conjunction with faculty, develops an alumni network, including data collection and tracking
- Based on program data, creates marketing materials for distribution
- Utilizes appropriate social media communications for program marketing (i.e. Twitter)
- Assists with grant submissions

**Required Qualifications:**

- Strong organizational skills
- Must be able to work independently and proactively
- Must be able to work successfully as a member of an interdisciplinary team that includes staff, fellows, faculty, health care professionals, and national-level leaders
- Excellent interpersonal and communications skills in both written and spoken English
- Bachelor's degree in behavioral sciences, public health, basic science, health administration, or other science-related field
- Previous experience in an academic setting
- Expertise in MS Office
- Applicants must be a U.S. citizen. Permanent residents are not eligible.

**Preferred Qualifications:**

- Experience in educational program management
- Master's degree (MPH, MHA or other healthcare related degree)

Baylor College of Medicine and the Michael E. DeBakey VA Medical Center are Affirmative Action/Equal Opportunity/Equal Access Employers.

**Please send Resume and letter of interest to:**

**Edward Pomer @ [edward.pomer@va.gov](mailto:edward.pomer@va.gov)**

**Personnel Manager, HSR&D, Center of Innovation (COIN) in Quality, Effectiveness and Safety**

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