

## JOB DESCRIPTION

### **Job Title: Coordinator of the SSPH Lugano Summer School in Public Health (80-100%)**

#### **The SSPH+ Lugano Summer School in Public Health Policy, Economics, and Management**

For over 30 years, the Lugano Summer School, held the last week of August in Ticino, has built capacity of health professionals, researchers, policy makers, and health care providers to address public health challenges locally, regionally, nationally, and across borders. It has trained and shared experiences with more than 2000 participants from ~27 countries in Europe, Africa, Asia, and the Americas so far, holding courses, plenary lectures, and networking events every year with the explicit aim of “mutual learning for change”. see: <https://www.ssph-lugano-summerschool.ch/>

#### **The position**

As a coordinator of the SSPH+ Lugano Summer School (LSS), you will be required to manage and carry out tasks that will cover the whole cycle of the summer school: the planning, the actualization, and the post-evaluation. You will manage operational, logistical, and administrative activities by supporting the steering committee, director, and participants from all over the world. You will help to develop an operational plan and all related activities for the implementation of the LSS both in presence and in virtual format through e-learning systems on multiple platforms.

The main activities include:

1. Direct all marketing (websites, newsletters, social media, local, national and international stakeholders...) and communication activities (with facilitators, participants, steering committee, advisory board, and rest of the team...).
2. Manage course organization, correspondence with professors, and contract drafting.
3. Support and collaborate in strategic project planning.
4. Run all the activities in Lugano (reserve accommodation, organize the events, prepare the classrooms...); creativity for event planning is required.
5. Prepare the course registration tool and constantly monitor the registrations.
6. Prepare scholarship application tool and requirements for scholarship and prepare the invitation letters for the winners of the scholarships. Organize the VISAs and the flights and accommodation for scholarship recipients.
7. Handle all correspondence with participants.
8. Prepare course and plenary evaluations and certificates of completion after the summer school.
9. Analyze data from evaluation and provide feedback to course facilitators, with support from director
10. Monitor the budget and report costs to the SSPH+ office in Zurich.

Starting date: 15 August 2022

Deadline to send application: 18 July 2022

## **Candidate profile**

The coordinator is a person who values the public's health and wants to be part of building capacities in countries across the globe. They must be a very well-organized person who can work well with people from all over the world and from different settings and job functions. They must be able to take charge and get things done, be forward thinking, strategically minded, and very detail oriented. They must be a good communicator, in English and Italian, and be able to work independently as well as with a team. They must be able to start the job on 15 August and are required to work at this 31<sup>st</sup> edition of the LSS from Monday 22.08 to Saturday 27.08, under the supervision and with support of the current coordinator and director. The office is located at USI, Lugano in the Institute of Public Health and some home-office / remote working is allowed.

The ideal candidate for the position:

- A Bachelor or Master degree in public health, marketing, communication, health economics, or related disciplines;
- Proficient in English and Italian;
- Have an international orientation, ability to proactivity work and being in contact with people around the globe;
- Ability to work in a team and independently in leading, planning and coordinating activities and tasks;
- Interest in public health globally (in high, middle and low income countries) and in capacity building is essential;
- Previous organizational and/or project management experiences is advantageous.

## **The Application**

Applications should contain:

- (1) a CV;
- (2) copies of relevant diplomas and/or working experiences;
- (3) letter of motivation (1 page maximum).
- (4) names and contact details of at least 2 references

Please send your application as one PDF file to:

Email address: [info@ssph-lugano-summer-school.ch](mailto:info@ssph-lugano-summer-school.ch)

Subject line: [LSS coordinator application\_your last name]

With kind regards,

Prof. Dr. L. Suzanne Suggs, PhD, MS, CHES

Chair of the SSPH+ Summer School in Public Health Policy, Economics, and Management

Vice President Swiss School of Public Health+

Full Professor of Social Marketing, Head, BeCHANGE Research Group, Institute of Public Health and Institute of Communication and Public Policy, Faculty of Communication, Culture, and Society, Università della Svizzera italiana, Lugano, Switzerland

and

Ms. Camilla Speranza, MSc

Coordinator SSPH+ Summer School in Public Health Policy, Economics, and Management