



Position: Academic Public Health Manager

Assignment Location: 635 N. Erie St. Toledo, OH

Posted: November 15, 2021

Basic Qualifications:

- Bachelor’s degree in Public Health, Business, Public Administration or related field.
- Demonstrate an understanding of public health workforce development
- Experience with obtaining and/or implementing research and/or grants
- Commitment to working with shared leadership and in cross-functional teams
- Excellent written and verbal communication skills
- Computer literacy in word processing, and data management. Must be proficient in Microsoft Office applications including Word, Excel, Visio, PowerPoint, and Adobe.
- Valid Driver’s license with driving privileges in the State of Ohio, reliable transportation, and insurable driving record.

Preferred Qualifications:

- Master’s degree in Public Health, Public Administration, Business or a related field

Responsibilities:

1	Responsible for formalizing, operationalizing, implementing, and maintaining an Academic Public Health Partnership Program with the University of Toledo and other entities as needed.
2	Creating, securing, and maintaining academic agreements.
3	Assists in selecting, scheduling, and providing oversight of students for paid or non-paid internship program.
4	Assists in developing, securing, and overseeing academic research projects, funded through various sources (local, state, private, etc.) to understand and inform on public health issues and solutions.
5	Seeks and attempts to secure funding to maintain APHP if State funding becomes unavailable.
6	Work with state associations and other entities to help foster hiring of students in public health positions.
7	Assists or connects students with other LHDs to secure public health employment.
8	Works with staff to project future needs for positions in TLCHD, including non-science related positions such as Clerical, Fiscal, Human Resources, Information Technology, etc.
9	Represent TLCHD at seminars, conferences and other events to promote public health careers.
Other Duties & Responsibilities:	Answers phone and responds to emails. Attends training as required.

Please email or mail cover letter and resume to:

Email: TLCHDresumes@co.lucas.oh.us

Mail: Toledo-Lucas County Health Department
 Attn: Human Resources
 635 N. Erie Street
 Toledo, Ohio 43604

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