



Biomedical Engineering and Education Manager, Full-Time

Engineering World Health (www.ewh.org) is a non-profit organization whose mission is to inspire, educate, and empower the biomedical engineering community to improve healthcare delivery around the world. EWH is currently seeking an experienced biomedical engineering professional to fill the role of Biomedical Engineering and Education Manager.

Position Description

Overview: The Biomedical Engineering and Education Manager works closely with the President/CEO, the Institutes Project Manager, and other staff to provide technical knowledge and support for student programs as well as administrative support for EWH. The [EWH Institutes](#) train university students and young professionals from around the world in biomedical equipment maintenance and repair, and then place students in low-resource hospitals to act as volunteer biomedical technicians. An ideal candidate will provide technical knowledge relating to EWH's biomedical engineering curriculum, will work closely with the Institutes Project Manager in facilitating in-person Institutes abroad, and will support EWH's virtual program content.

Reports To: President/CEO

Job Duties and Responsibilities:

- Institute-related duties:
 - Manage technical content, including Institute course curriculum quality assurance and any other hospital-related training
 - Manage On-the-Ground-Coordinators for in-person Institutes, including hiring, technical training, and oversight
 - Manage and support Institute instructors, including hiring and providing them with all necessary curriculum and materials
 - Maintain and order tools and materials needed to run the Institutes
 - In coordination with the Institutes Project Manager, establish and maintain partnerships with hospitals, language schools, university partners, and/or other in-country organizations as needed (this may involve traveling to program sites)
 - Support the Institutes Project Manager with other program tasks, including student recruitment, alumni outreach, and general program development, and participating in info sessions when applicable
 - Participate in the rotating on-call schedule during in-person Institutes, as applicable

- Serve as an On-the-Ground-Coordinator for EWH Institutes (anticipated ~3 months per year). OTGC duties include:
 - Arrive in-country 1-2 weeks before the start of the program
 - Deliver in-country orientation along with in-country partners
 - Supervise/deliver technical trainings
 - Continue to support the Institutes Project Manager and in-country partner with program logistics
 - Serve as an advisor to students throughout the program
 - Work alongside students in hospitals, assisting with technical repairs of medical equipment and supporting students through intercultural challenges
 - Act as a representative of EWH in meetings with hospital administration, government personnel, etc.
 - Support and reinforce EWH policies, rules, and procedures and ensure student compliance
 - Maintain communication with and deliver status updates to the EWH office
- Virtual program duties:
 - Collaborate with the Operations Coordinator, contractors, and facilitators to update technical aspects of curriculum with new materials and exercises
 - Serve as a resource to students during webinars, Q&A sessions, and within the virtual program platform
- Engineering curriculum support:
 - Responsible for maintaining textbook and lab book for use during the Institutes
 - Support kit curriculum and design
- EWH Fellows Program duties (program pending):
 - Launch, manage & mentor EWH fellows prior to and during Summer Institute programs, including supporting their independent projects and their role as OTGC
- Additional duties:
 - Public engagement through webinars and Institute-related pitches
 - Adapt to a changing landscape of offerings as needed

Job Specific Requirements:

- Bachelor's degree from an accredited university with related experience in biomedical, mechanical, or electrical engineering
- Experience in medical equipment repair or low-resource medical settings
- Ability to coordinate a 4-week lab course in electronic circuits and medical equipment repair with provided curriculum
- Experience in and/or enthusiasm for living or working in low- & middle-income countries; job requires travel 3-4 months per year (typically May-August)
- Experience supervising a diverse team

- Previous EWH OTGC or Institute participants or applicants with international service experience are strongly encouraged to apply

General Requirements:

- Ability to work independently and proactively
- Excellent written and verbal communication skills
- Strong Microsoft Office Suite and Google Workspace skills
- Well-organized, multi-tasker with strong time management skills
- Resourceful and flexible
- A team player with good interpersonal skills in a small office setting

Additional Information:

This is a full-time, salaried position with an expected annual salary range of \$49,000- \$52,000 USD based on experience, with an anticipated start date in October 2022. Schedule and work location are flexible. While EWH is headquartered in Durham, NC, this is a 100% remote telework position. Costs associated with work travel are covered. US-based applicants will receive competitive healthcare, vision, and dental insurance and will have the option to participate in a retirement plan. There is no employer matching. Generous PTO and holiday time are included. If applying from outside of the United States without US work authorization, the position will be contracted on an annual basis as a 1099 role.

To apply, please email your resume and cover letter to info@ewh.org. Please use the subject line “Application for Biomedical Engineering and Education Manager”

Engineering World Health has a commitment to diversity in its leadership, staff, and partners. It is actively seeking a diverse pool of candidates in this search, including but not limited to age, race, ethnicity, class, national origin, sexual orientation, gender identity, disability, and religion.