1. Provide intermittent email communication with GH track members regarding deadlines, upcoming events, attendance records, and announcements.
2. Assist with coordination of the GH program budget and expense reimbursements (including and processing basic payment requests, requisitions, and invoices).
3. Provide clerical assistance for office tasks (copying, faxing, scanning, etc).
4. Organize internal and external meetings, site visits, and special events.
5. Coordinate and maintain a calendar of events, appointments, meetings, and travel itineraries for GH program faculty and GH track residents.
6. Order pertinent supplies for the GH track.
7. Liaise and coordinate when appropriate with the residency program, the graduate medical education office, the medical school, and other affiliates.
8. Assist with coordinating visiting speakers.
9. Assist with the coordination of local, regional and (when applicable) national meetings.
10. Collate program and presentation evaluations pertinent to the pediatrics GH track.
11. Assist with special projects when needed.
12. Develop and maintain online platforms for the GH track, including an informational web page, evaluation tracking system, and online platform for accessing GH videos and curriculum materials.
13. Maintain GH track rosters.
14. Maintain a record of trainee participation in GH activities and provide the GH track faculty with a quarterly audit of participation.
15. Maintain records of GH track resident projects, accomplishments, and individualized curriculum plans.
16. Ensure that all GH track members complete the necessary paperwork to secure memberships to the American Academy of Pediatrics Section of International Child Health (SOICH) and the Center for Universities for Global Health (CUGH).
17. Assist GH track members in completing the process of applying for an international health elective by providing the necessary paperwork and ensuring timely completion; collect site and emergency contact information for each trainee prior to travel.
18. Maintain a database of trainee participation in GH electives, as well as elective site information.
19. Maintain contact lists for GH track alumni.
20. Collaborate on the development of GH track materials including educational materials, websites, forms, and reports.
21. Coordinate track outreach activities, including acting as a liaison with community-based organizations.
22. Assist with the coordination of academic projects for GH track residents.
23. Prepare pediatrics GH track data and progress for stakeholders.