



Global OHNS Initiative - Education Team Lead Position Description

Position Overview

We are seeking a proactive and dedicated Education Team Lead to join the Global Otolaryngology-Head and Neck Surgery (OHNS) Initiative. In this role, you will lead efforts focused on research education and provide support to research project teams with their educational needs in OHNS.

Otolaryngologists worldwide face significant challenges in accessing high-quality research education. Many lack the resources and opportunities needed to develop their research skills, limiting their ability to contribute to the advancement of OHNS care. This gap hinders the dissemination of knowledge, innovation, and progress in the field.

Your mission is to address the critical gap in access to research education for otolaryngologists worldwide, ensuring universal access to high-quality OHNS care through research and education.

Responsibilities

As an Education Team Lead, your primary responsibilities will include:

1. **Team Supervision and Development:**
 - a. Lead and supervise the Education Team, fostering a collaborative and productive environment.
 - b. Recruit and onboard new Education Team members, ensuring alignment with the organization's goals.
 - c. Host monthly Education Team meetings to review progress and assign tasks.
2. **Research Education Initiatives:**
 - a. Focus on research education within OHNS, identifying the specific educational needs of research project teams.
 - b. Develop and implement educational strategies to support these research needs effectively.
 - c. Lead the development of research curricula to address the lack of access to research education for otolaryngologists worldwide.
3. **Support Research Mentorship Program:**
 - a. Collaborate with the Research Team to support and enhance the Research Mentorship Program, providing guidance and educational resources to mentors and mentees.
4. **Goal Setting and Coordination:**
 - a. Set annual short- and long-term goals in collaboration with the Education Team, with a specific focus on research education.
5. **Progress Tracking and Reporting:**
 - a. Monitor and track progress towards research education goals.
 - b. Provide semi-annual reports, such as newsletters, to the Board of Directors, organizational leadership, and members.

6. Attend Monthly Meetings:

- a. Attend monthly large-group meetings to inform educational initiatives.
- b. Participate in research lab meetings to understand the educational needs of research project teams and facilitate coordination.

As the Education Team Lead, you will play a crucial role in addressing the global lack of access to research education for otolaryngologists. Your efforts will bridge this gap and empower OHNS professionals worldwide to contribute to the advancement of the field. Join us in making a meaningful impact by advancing research education and ensuring universal access to high-quality OHNS care.

To apply for this volunteer position, please submit a cover letter outlining your interest and relevant experience, along with your CV, to globalohns@gmail.com with the subject line "Global OHNS Education Team Lead Application."