



Baylor University

Baylor University is seeking a **Master of Public Health (MPH) Operations Manager** within the Department of Public Health of the **Robbins College of Health and Human Sciences**. The MPH Operations Manager will develop and manage all processes related to faculty and students in the MPH@Baylor program, most of which are repeated four times per year in this quarter-system program. The person in this position will serve as a primary contact and liaison for partnerships with 2U Admissions and Baylor's offices for graduate admissions, the registrar, and financial aid. This person must be detail oriented, a strong critical thinker, efficient, and highly adaptable.

The person in this position will work remotely with no need to move to Waco, Texas. However, this person must travel to Waco four times per year to help lead our quarterly immersion weekend events.

The ideal candidate will possess the following attributes:

- Excellent written and verbal communication skills
- Strong computer-based skills
- Ability to work remotely, but travel to Waco 4 times a year for immersion weekends
- Ability to work evenings and weekends as required

Qualifications

A Master of Public Health (MPH) Degree or a master's degree in a related field, three years of relevant work experience, and a Christian faith are required. Five years of relevant work experience are preferred.

The Baylor Experience

Working at Baylor is so much more than simply having a job! As part of the Baylor community, employees not only receive a comprehensive benefits package -- including life and disability insurance, generous time off, and excellent automatic retirement contributions* -- they also get to *experience* Baylor.

- Experience the culture of working for an institution consistently ranked as a "Great College to Work For" by *The Chronicle of Higher Education*
- Experience a mission-driven organization based on a strong Christian commitment (www.baylor.edu/about)
- Experience Baylor's nationally ranked academics with outstanding tuition remission for staff and qualified dependents*
- Experience our beautiful and historic campus with access to libraries, museums, and recreational facilities
- Experience Baylor athletics with reduced admission or free access to athletic events

*For more details and eligibility requirements, please visit www.baylor.edu/hr

To Apply

View the job posting and apply: [Masters of Public Health Operations Manager](#). A cover letter, resume, and a list of at least three references are required with application.

Baylor University is a private Christian university and a nationally ranked research institution, consistently listed with highest honors among [The Chronicle of Higher Education's "Great Colleges to Work For."](#) Chartered in 1845 by the Republic of Texas through the efforts of Baptist pioneers, Baylor is the oldest continuously operating university in Texas. The university provides a vibrant campus community for over 16,000 students from all 50 states and more than 80 countries by blending interdisciplinary research with an international reputation for educational excellence and a faculty commitment to teaching and scholarship. Baylor is actively recruiting staff who support our mission as we pursue our bold vision, [Illuminate](#).

Baylor University is a private not-for-profit university affiliated with the Baptist General Convention of Texas. As an Affirmative Action/Equal Opportunity employer, Baylor is committed to compliance with all applicable anti-discrimination laws, including those regarding age, race, color, sex, national origin, marital status, pregnancy status, military service, genetic information, and disability. As a religious educational institution, Baylor is lawfully permitted to consider an applicant's religion among its selection criteria. Baylor encourages women, minorities, veterans and individuals with disabilities to apply.

HUMAN RESOURCES

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