

Position Title: Education Specialist, Osher Center for Integrative Health
Department: [Osher Center for Integrative Health at Northwestern University](#)
Reports to: Director of Program Development, Osher Center for Integrative Health

Department Description

About the Osher Center for Integrative Health at Northwestern University:

The Osher Center for Integrative Health at Northwestern University is dedicated to transforming healthcare through education, research, and community engagement. Our mission is to advance whole-person care by integrating evidence-based approaches that promote health, prevent disease, and address root causes of illness.

We offer innovative academic programs, including integrative medicine electives, a year-long faculty fellowship, and courses like Cooking Up Health, combining culinary and medical education. Our research focuses on advancing the science of integrative health, while our community initiatives improve access to holistic care and promote health equity. Together, we are shaping a future where compassionate, patient-centered care is the standard.

Position Overview

The **Education Specialist** will play a central role in supporting the integrative health education programs for both healthcare professionals and trainees, providing administrative leadership and facilitating transformative learning experiences. Working closely with the Osher Center's Program Leaders, the Education Specialist will manage a broad range of educational activities that emphasize evidence-based, whole-person care. This includes handling logistics, developing materials, coordinating content, and supporting learner engagement across a variety of interactive, experiential formats.

Key Responsibilities:

- **Curriculum & Course Support:** Collaborate with Program Leaders on curriculum planning, learning management system setup, and content creation for courses and workshops.
- **Logistics & Coordination:** Recruit and coordinate guest speakers, organize educational sessions, manage course materials, and attend events.
- **Learner Engagement:** Support learners by addressing queries, managing attendance, recording sessions, and collating learner feedback to inform program improvements.
- **Data Analysis & Improvement:** Assist in developing learner assessments and course evaluations, analyze educational data, and contribute to the ongoing transformation and sustainability of educational programs.
- **Initiative Development:** Proactively identify growth opportunities, and work on continuous improvement initiatives to enhance learning experiences and expand the Osher Center's educational reach.

Position Details

- Flexible 0.1-0.25 FTE, based on candidate availability and Center needs. Primarily remote, with occasional on-site responsibilities.

Qualifications

- **Required**

- Bachelor's degree in a relevant field and a minimum of 2 years in educational administration or project coordination.
- Familiarity with instructional design, education technology, assessment development, and learning models.
- Strong organizational, analytical, and communication skills, with attention to detail and the ability to meet deadlines.
- Excellent interpersonal skills, empathy, and the capacity to work effectively in diverse teams.

- **Preferred**

- [Educational specialist](#) degree (Ed.S.)
 - Experience with data management and analysis.
 - Knowledge of health professions education and regulatory requirements.
 - Ability to develop user-friendly, accessible, and modern learning materials.
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Our Commitment

The Osher Center for Integrative Health is committed to:

- Delivering the highest quality healthcare through evidence-based integrative approaches.
- Educating the next generation of health professionals in whole-person care.
- Advancing integrative health science through rigorous research and dissemination.

Our faculty and staff value equity, compassion, collaboration, and whole-person care, emphasizing health promotion and prevention. We empower individuals by fostering resilience and engaging each person's unique healing abilities.