

## Global Health Education Research Assistant Position

710 North Lake Shore Drive  
Suite 800  
Chicago, IL 60611

## Description

Note: This role is open only to current Northwestern University students (Undergraduate, Graduate)

The Global Health Education Research Assistant reports to the Co-Director of the [Center for Global Health Education](#), supporting the research agenda of the center.

### Job Responsibilities include:

- Conduct literature reviews to inform research design and analysis
- Coordinate data collection activities, including managing and analyzing research data
- Develop, monitor, and track project timelines to ensure timely completion of deliverables
- Maintain accurate research files, documentation, and records
- Write and edit manuscripts for peer-reviewed publication
- Manage citations and reference formatting
- Prepare and submit research abstracts to academic conferences
- Present research findings at academic and professional conferences
- Maintain and update key center documents (reports, CVs, etc)
- Organize team calendars and schedule zoom meetings
- Communicate effectively with internal teams and external partners
- Additional administrative tasks may be assigned
- Work will be often self-directed, with check-in through email or team meetings

### Additional Preferred Skills

- Data analysis, including qualitative data analysis
- Data visualization
- Ability to manage multiple projects and deadlines
- Creative problem-solving
- Self-management for work

### Preferred Experience

- Some graduate level educational training or equivalent experience
- Research assistant or project manager experience
- Interests and exposure in Global Health
- Prior experience with academic publications
- Teaching or teaching assistance experience

Please see the center website for current projects:

<https://www.globalhealth.northwestern.edu/centers/education/projects.html>

**Eligibility:** Only current Northwestern University Students

**Reports to:** [Dr. Ashti Doobay-Persaud](#)

**Preferred Dates of Hire:** June 1, 2026 – May 31, 2027; flexible with discussion

**Hours:** 10 hours per week

**Compensation:** \$20/hour

**Application Procedure:** Send resume and cover letter to: Grace Nelson; [grace.nelson@northwestern.edu](mailto:grace.nelson@northwestern.edu)