

Robert J. Havey, MD Institute for Global Health

Center for Global Communicable and Emerging Infectious Diseases

Call for Applications for a Student Temporary Research Assistant

The Center for Global Communicable and Emerging Infectious Diseases Research Assistant reports to the Director of the Center within the Havey Institute for Global Health. The position is responsible for supporting the research agenda of the center. The Research Assistant is primarily responsible for the following activities:

- Conducting literature reviews
- Designing studies
- Data collection
- Organizing and scheduling research meetings
- Planning and tracking project timelines
- Managing project budgets and internal reporting
- Communicating with internal and external partners
- Maintaining files and records
- Managing and analyzing data
- Writing and editing manuscripts
- Managing citations
- Overseeing interns and students collaborators
- Submitting research to conferences
- Formatting and submitting manuscripts to journals
- Writing and submitting proposals for new funding
- Ensuring compliance with Northwestern University, Feinberg School of Medicine, and sponsor research policies
- May include collaborating with Feinberg School of Medicine Development Office
- May include submitting expense reports for travel and other activities

Preferred Skills

- Scientific writing
- Data analysis, including qualitative data analysis
- Data visualization
- Ability to manage multiple projects and deadlines
- Self-direction
- Creative problem-solving
- Communication and collaboration

Preferred Experience

- Graduate student
- Research assistant or project manager experience
- Experience using statistical software
- Academic writing

- International travel
- Teaching or teaching assistance experience

Reports to: Dr. Claudia Hawkins

Hours: 10 hours per week until August 31, 2022

Compensation: \$20/hour

Application Procedure: Send resume and cover letter to: Kate Klein, kate.klein@northwestern.edu