**Global Health Education Research Assistant Position Description**

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. The Global Health Education 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

* Some graduate level training or equivalent experience
* Research assistant or project manager experience
* Experience using statistical software
* Academic writing
* International travel
* Teaching or teaching assistance experience

**Eligibility**: Northwestern University Student

**Reports to**: Dr. Ashti Doobay-Persaud

**Hours:** 10 hours per week until August 31, 2025

**Compensation**: $20/hour

**Application Procedure:** Send resume and cover letter to: Taylor Hauth, taylor.hauth@northwestern.edu