

710 North Lake Shore Drive
Suite 800
Chicago, Illinois 60611

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 Hawth, taylor.hauth@northwestern.edu