

HEALTHY EATING RESEARCH-DUKE UNIVERSITY

Student (preferably master's) work opportunity (approximately 6-10 hours a week, starting July 2017) at the Duke Global Health Institute. The student will work with Healthy Eating Research, a national program of the Robert Wood Johnson Foundation (RWJF). This will be an opportunity for a high-caliber student to contribute to and learn more about policy and environmental approaches that have strong potential to promote healthy eating among children and their families, particularly those that are low-resource and/or members of racial/ethnic minority populations. The individual should be organized, detail oriented, a strong communicator (written and verbal), and interested in public health or nutrition.

Responsibilities:

- Assist Healthy Eating Research staff with literature reviews and syntheses for purposes including, but not limited to, assessing gaps in the evidence base of environmental and policy strategies to increase access to healthy food, and to improve healthy eating in schools, child care settings, and public places; providing evidence for public comments to proposed federal rules; and other research/policy purposes.
- Assist with Healthy Eating Research's annual call for proposals by reviewing research concept papers to determine if they are eligible and within the scope of the call for proposals, and managing data for proposal and review processes using Excel, and web-based applications.
- Assist with preparing manuscripts, as needed.
- Support Healthy Eating Research (and partner) meetings (virtual and in-person) by assisting with note-taking, reporting, scheduling, and other communications as requested.
- Assist with tracking published literature on environmental and policy strategies to increase access to healthy food among Healthy Eating Research's target populations.
- Assist with planning and implementing Healthy Eating Research's annual grantee meeting.
- Assist with tasks related to Duke's Healthy Campus Initiative as needed such as taking notes, scheduling meetings, and conducting background research.
- Assist with administrative tasks related to the management and implementation of research grants focused on child obesity (i.e., healthy food retail, early childhood, food and beverage marketing).
- Support Healthy Eating Research Staff in other program activities as requested, including (but not limited to): reviewing and editing Healthy Eating Research publications and newsletters and disseminating research results related to healthy eating through a variety of media channels including social media.

Requirements/ Qualifications:

- Excellent organization skills and high attention to detail
- Strong verbal and written communication skills
- Good command of Microsoft Office Suite, especially Word, Excel, and PowerPoint
- Self-starter with a desire to learn about policy and environmental approaches to improving healthy eating in children and their families
- Ability to follow established protocols
- A background in nutrition or public health is preferred, but not required.

Interested applicants are welcome to send a brief cover letter and CV to emily.welker@duke.edu.