Position Announcement

Associate in Research

The Duke Global Health Institute (DGHI) was created to address health disparities in our local community and worldwide. Recognizing that many global health problems stem from economic, social, environmental, political and health care inequalities, DGHI brings together interdisciplinary teams to solve complex health problems and to train the next generation of global health scholars.

The DGHI Evidence Lab was formed in 2014 to conduct objective and high-quality evaluations of global health programs, interventions, and technologies in order to provide evidence of impact. Our goal is that the evidence generated by the DGHI Evidence Lab informs policy, programs and/or funding decisions. To achieve this, the Evidence Lab utilizes rigorous research designs paired with cutting-edge methods to collect and analyze data to understand whether health programs are having their intended effect. Our team blends theory and practice and draws upon the research and policy expertise across Duke University to inform our evaluations and to disseminate new evidence to policymakers, donors and diverse stakeholders in order to inform decision-making. Note that a core principle of the DGHI Evidence Lab is to strengthen the evaluation capacity of our local and project counterparts on collaborative projects.

Occupational Summary

The DGHI Evidence Lab is seeking a full-time Associate in Research with global health and research study project management experience to provide technical support to a range of evaluation research studies, as well as some administrative and communications support. The position will involve a combination of research, analysis, project management, administrative, writing, communications, and dissemination activities. The position is based in Durham, North Carolina, but may require ~20% international travel annually.

The Associate in Research will be an integral member of the DGHI Evidence Lab and will be directly supervised by Jennifer Headley, MSW, Research Program Leader of the DGHI Evidence Lab. Overall supervision of DGGHI Evidence Lab projects is provided by the Director, Dr. Joy Noel Baumgartner.

The proposed start is in June 1, 2018. The appointment will be for 12 months, with potential for renewal contingent upon performance and funding availability.
Work Performed

The Associate in Research will work in collaboration with and under the supervision of DGHI Evidence Lab team members for all activities. Broadly speaking, these activities fall under project management, proposal development, and dissemination activities. Specific activities may include, but are not limited to, the following:

- Conducting literature reviews
- Communicating with international study team members (by phone, Skype, and/or field visits) to plan, implement, coordinate, and monitor study activities.
- Helping manage subcontracts with local partners for data collection activities including monitoring the budget and maintaining regular communication with partners
- Data analysis (quantitative and qualitative), report-writing, and manuscript preparation
- Assisting the Evidence Lab in developing, implementing, and regularly updating an overarching communications plan including social media activities
- Participating in meetings and conferences to help promote and disseminate study findings
- Managing and organizing all project documents including monthly monitoring/updating reports.
- Working on grant proposal development, including writing, meeting with collaborators, and reviewing proposal opportunities.
- Obtaining IRB approvals for our studies.

Education and experience:
Requires a Master's degree in a related discipline (e.g., public health, global health, epidemiology, public policy, social work) and at least two years of work experience, preferably in global health; or an equivalent combination of education and experience. Knowledge of global health required.

Skills and abilities:
- Prefer candidates with evaluation research and/or M&E experience.
- Strong administrative and organizational skills.
- Outstanding initiative and ability to work independently and solve problems creatively.
- Excellent ability to set priorities among multiple tasks.
- Excellent written and oral communication skills.
- Strong computer skills: Word, Excel, PowerPoint, systematic literature reviews.
- Ideal candidate will have data analysis skills including knowledge of SAS, SPSS and/or STATA plus qualitative analysis skills or a strong willingness to learn these skills.
- Ideal candidate will also have social media and communications experience.
- Fluency in another language preferred (especially in French, Spanish, or Swahili)

To apply, please send cover letter and resume to tammy.sorrell@duke.edu.