

Research Coordinator in Non-Communicable Disease Research
Global Health Research Center
Duke Kunshan University
Job Description

Institutional Summary:

The Duke Global Health Institute (DGHI) and Duke Kunshan University seek to hire one full-time research coordinator to work at an innovative Global Health Research Center established in Kunshan, China. The Global Health Research Center is a new interdisciplinary program tied closely to health priorities and challenges in China and other Asian countries, and currently focuses on three research areas: health policy and systems, global environmental health, non-communicable chronic diseases (NCDs). The research analyst will work in the area of NCDs and is expected to coordinate and manage NCD research projects in China and other countries under the supervision of senior faculty from Duke Kunshan University and DGHI.

Duke Kunshan University is a partnership of Duke University, Wuhan University and the Municipality of Kunshan, China. The campus is located 37 miles west of Shanghai in Kunshan, which is connected to Shanghai via a 15-minute high-speed train. In addition to a global health and other research centers, Duke Kunshan University offers several graduate degrees and undergraduate programs. For more info, visit <http://www.dukekunshan.edu.cn>.

DGHI is one of seven interdisciplinary University Institutes at Duke University in Durham, NC. Its mission is to undertake and coordinate global health education and training, research, and policy related programs involving many disciplines throughout the university, including the medical center. For more information on DGHI, please see <http://globalhealth.duke.edu/>.

Reports to:

Professor Lijing L. Yan, PhD, MPH; Head, NCD Research Program

<https://dukekunshan.edu.cn/en/research/global-health-research-center/non-communicable>

Primary location:

Kunshan City, Jiangsu Province, China

Essential Duties:

Under the supervision of the senior faculty and independently (listed in descending order of time allocation and priority),

- Manage specific large-scale implementation science projects on cardiovascular disease prevention in rural China, other sites in China and other countries to ensure timely and high-quality completion of the project within budget;
- Work with and coordinate tasks for a large team of international steering committee members, advisory groups, local governmental and on-site partners, and other project team members;
- Provide assistance to other research work including but not limited to protocol refinement, research development, data management and analyses, grant proposals, systematic literature review, manuscript writing, and reporting and disseminating the results of the research in academic conferences or other venues;
- Contribute to capacity building (training and teaching) activities within and outside of the Global Health Research Center;
- Any other research-related tasks required by the Principal Investigator.

Qualifications:

Candidates for the position should:

- Have a Master's Degree or Doctoral Degree in epidemiology, health services research, global health, or other related fields
- Experiences in managing large-scale research projects preferred but not required
- Have strong interests and experiences in NCD research, preferably on hypertension and cardiovascular disease;
- Excellent interpersonal skills and oral and written communication skills; Fluency in Mandarin is required.
- Hardworking, fast learner, team player, and attention to detail;
- Thrive working in a multidisciplinary environment;
- Preferably with working experiences; entry-level graduates also accepted

Terms and Compensation:

- Open to both Chinese and foreign citizens (per government policy, foreign nationals need to have at least 5 years of relevant work experience in order to obtain work visa);
- Two-year contract, renewable for more years;

- Competitive salary (annual rate of US\$20,000-35,000 depending on qualifications) and full fringe benefits package (medical insurance, pension, supplemental insurance etc.);
- Flexible starting date; Flexible work hours.

How to apply:

Review of applications will be on a rolling basis and continue until the position is filled. To apply, send the following materials in one email as attachments, with the subject line of “NCD Research Coordinator application,” to both Professor Yan (lijing.yan@duke.edu) and DKUrecruitment@duke.edu :

- A brief (one-page maximum) statement of research interests and qualifications, career plan (i.e. what you plan to do in the short-term [2-5 years] and long term [5-20 years], and motivations for applying for this position located in Kunshan, Jiangsu, China (i.e. why you think this position is attractive, why this location will work for you, what you expect to get out of it);
- Curriculum vitae in English; for Chinese applicants, CV in Chinese also required;
- Name, title, and institutional affiliation of two referees (*no* contact information at this point; we will notify you and ask for permission to contact them if we decide to obtain reference letters after the initial screening and interviews);

We will keep all application materials confidential.