Senior Research Associate, Duke-Margolis Center for Health Policy
Duke University

The Robert J. Margolis, MD, Center for Health Policy, at the Fuqua School of Business at Duke University, is recruiting for a Senior Research Associate. The position may be based at Duke University in Durham, North Carolina or at the Duke in Washington D.C. Office.

Position Summary: The Senior/Research Associate manages projects related to pharmaceutical and medical device policy, including policy topics aimed at improving biomedical innovation, regulatory science, safety surveillance, comparative effectiveness research, and patient-centered outcomes research. This role interacts regularly with external project sponsors and collaborators, including government agencies, academic centers, advocacy organizations, and health care organizations. He/she collaborates with senior staff to oversee the day-to-day management of multiple projects related to regulatory science, medical product safety and effectiveness research and biomedical innovation.

Interested Applicants should apply online at: https://academicjobsonline.org/ajo/jobs/6907

% of Time **Principle Duties and Responsibilities**

25% **Content Development**

- Collaborate with the Managing Director and senior staff to develop project direction and focus.
- Interact with external collaborators, including the Food and Drug Administration (FDA), other government agencies, research and/or policy organizations.
- Support senior managers in drafting and tracking the substantive content components of project deliverables.
- Monitor developments of significance to his/her projects in the government, press, biomedical literature, and key external organizations.
- Support other key activities of the Center on an as-needed basis.

25% **Research/Writing**

- Oversee research, preparation, drafting and editing of materials for senior staff members, including project progress reports, research papers, letters, etc.
- Mentor junior staff's work in research, outlining, drafting and editing of project materials.
- Support senior staff and collaborate with Communications and Events staff in disseminating project materials and reports through the web site, popular and trade press, white papers, and peer-reviewed publications.

25% **Project Management**

- Collaborate with the Managing Director and senior staff to develop and implement project strategies, execute activities and produce clear, concise materials for internal and external communications.
- Manage all aspects of assigned project(s) including status of staff and contract deliverables.
- Coordinate, oversee and provide daily direction and mentorship to junior staff.
- Support senior managers in establishing, monitoring and participating in coalitions and collaborations.

- Support senior managers in drafting and tracking the substantive components of contracts related to project activities for which he/she is responsible.

25% **Event Planning/Management**

- Oversee the development and planning of conferences and meetings on topics related to regulatory science, drug and medical device safety, patient-centered outcomes research, and biomedical innovation.
- Serve as a liaison to outside groups participating in project activities.
- Develop plans for project-related events, including draft agendas, content details, and proposed speakers.
- Work with Event Coordinator and Communications staff on logistics, outreach, publicity, and event staffing.

Education/Experience Requirements: Master's degree in health policy, health economics, public health, or related field required. Minimum four years of post-masters work experience required. Experience working in health policy or a health care setting a plus. Knowledge and/or experience with regulatory science, including pharmaceutical and/or medical device policy, development, and evaluation, and experience working with the Food and Drug Administration a plus. Experience managing complex projects is required. Must be comfortable working in a fast-paced project office with varied responsibilities. A background in a research or a policy position is strongly preferred. Previous supervisory experience a plus.

Special Knowledge/Skills Requirements: Excellent organizational and communication skills required. Ability to exercise good judgment and initiative. Must be able to function independently and in close cooperation with others. Must be able to manage a variety of tasks simultaneously and follow-up on details. Project and staff management experience strongly preferred. Specialized experience in the areas of regulatory science, medical device and drug safety; patient-centered outcomes research; and biomedical research preferred. Knowledge of Microsoft Office and research software; good Internet searching skills; capacity to learn other types of software programs.

- Complete fluency in written and oral English required.
- Valid U.S. work authorization required

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