

**Research Associate
Dean's Office
Gillings School of Global Public Health
University of North Carolina at Chapel Hill**

Position summary:

The Dean's Office of the UNC Gillings School of Global Public Health (SPH) seeks an experienced individual with advanced public health training. His/her most important role will be to conduct research, such as environmental scans, analyses of comparative data for use in planning activities, lectures and manuscripts. He/she also will conduct special evaluations within the School. For evaluation projects, he/she will determine appropriate metrics, identify appropriate data collection strategies and prepare reports. He/she also will use research and evaluation data and information to prepare and disseminate results, using a range of 21st century communication channels. The individual must work and communicate effectively and collaboratively with people at a variety of levels and from a range of backgrounds. The individual may assist with various outreach activities with multiple constituencies both within and outside the University and the broader public health community in NC and the nation. He/she must have a broad understanding and appreciation for public health's role the research, teaching and community service areas. He/she will report directly to the dean.

The Dean's Office is fast-paced and multi-tasking and faced with a range of important, time-sensitive requests and issues each day. The research associate must be proactive in leading new initiatives under direction of the dean and/or other senior School leaders but also respond quickly to requests for information and action. He/she must work effectively with minimal supervision. He/she may contribute to writing grant applications. He/she must find, assess, evaluate and summarize data on a variety of topics and do so quickly. He/she must be experienced in leading/staffing task forces and other interdisciplinary committees composed of both internal and external constituents from public health, NC state agencies and academic enterprise. He/she must be flexible, solutions-oriented, and intellectually curious, with a commitment to learn about research, education and practice across the SPH. He/she must appreciate the special responsibilities of public universities. He/she must be a people person and demonstrate a customer service orientation. The position often requires additional hours due to the nature of requests to and projects conducted within the Dean's Office.

While the items below address major categories of work for the individual in this position, it is impossible to identify in advance all areas of responsibility and assignments.

Additional Details:

The research associate will manage day-to-day operations of projects, including working with clients and partners to ensure activities are conducted as planned according to established timelines.

The Research Associate will design and implement research and evaluations, including data analysis and qualitative and quantitative methodologies; draft and develop written and oral reports, presentations and proposals for scientific meetings; represent and promote the work of SPH in written and oral presentations to local and national audiences in fields of public health.

The Research Associate will foster collaboration by identifying and cultivating stakeholders (internal and external to the School), formulating strategies and implementing tactics for engaging key constituents to achieve SPH goals; help to identify potential participants for task forces, conduct preliminary research needed to prepare appropriate background materials, help to prepare tables, figures and other materials and facilitate group process; work closely with other Dean's Office personnel as well as individuals across the School and beyond to plan and implement strategic initiatives designed to enhance the quality and reputation of the research, service, practice and academic programs of the Gillings School of Global Public Health.

Through innovative use of quantitative and qualitative information, he/she will assist senior leadership with communicating important connections of the academic mission of SPH to solving local, regional, national, and global public health issues and problems; monitor progress and impact by helping to develop metrics to assess progress and then track and report on program and initiative performance, achievements and challenges; he/she will have a major role in developing ways to communicate status, recommendations and outcomes for initiatives.

Qualification & Experience Requirements:

Master's in Public Health or equivalent degree required. Doctorate in public health or related field is highly desirable.

Prefer at least 5 years' experience in public health roles (confirm this is the type of experience needed)

The successful candidate will have excellent computer and data analysis skills and be thoroughly familiar with planning and evaluating public health and other relevant programs.

Must be very detail oriented and have a proven ability to work with a minimum of supervision. Desirable qualifications include project management experience, including developing evaluation metrics and data collection instruments.

Must be an excellent writer and provide examples of products.

Salary Range: \$80,000-\$110,000 per year

Please submit a cover letter, resume and contact information for three references to: <http://jobs.unc.edu/2501866> to apply for the position.

The Gillings School of Global Public Health is actively committed to diversity. We strongly encourage applications from women, minorities and individuals with disabilities. The University of North Carolina at Chapel Hill is an Equal Opportunity Employer.