

POSITION DESCRIPTION

Position Title: Program Assistant

Program: Program on Global Health and Technology Access, Terry Sanford Institute of Public Policy, Duke University

Reports to: Anthony D. So, MD, MPA, Director, Program on Global Health and Technology Access

This position provides an opportunity to help build the Program on Global Health and Technology Access (GHTA). The Program supports research, policy meetings, and teaching on issues in global health, particularly related to the ownership and control of knowledge and how it is harnessed to improve the health of the poor. The Program is also involved in a range of projects—access to essential medicines in developing countries; conceptualizing new models to improve innovation of pharmaceuticals and other health technologies, particularly ensuring affordable access for the poor; the use of information technology for monitoring and civil society advocacy in global health; the political economy of tobacco control in Southeast Asia; and conducting strategic policy work for ReAct, a new global coalition to combat antibiotic resistance. Dr. So teaches a graduate course on Globalization and Health Equity as well as oversees the Global Health Fellows Program along with co-directing a course, co-sponsored with WHO, on “Health Policy in a Globalizing World.”

Major Responsibilities:

Responsibilities for the Program Assistant would include the following duties:

- Support and participate in research activities, including literature reviews, gathering and analyzing primary data, supervising student Research Assistants as needed, and generating policy memos and analyses
- Assist with the management and development of Program-related activities, such as the Global Health Fellows Program
- Assist with the drafting of meeting agendas, presentations, policy briefings, case studies, classroom exercises, IRB protocols, grants, journal articles, or other writings with the Director
- Apply multimedia tools and develop materials for the Program’s activities, including on-line web site postings, wiki additions or recorded interviews
- Retrieve both electronically and in print form, as needed, journal literature, reports, books, on-line resources, and other materials in support of the Program’s research and teaching efforts
- Provide support and logistical coordination for hosted, co-sponsored or other meetings or conferences
- Assist with administrative needs of the Program, from correspondence and the filing of reimbursements to scheduling and travel itinerary arrangements
- Support the Director and other staff in Program activities as needed.

Knowledge/Skills:

- BA/BS in Public Health, Public Policy, or other relevant field required
- Prior experience or previously demonstrated interest in global health or access to medicines strongly desired
- Strong interpersonal, teamwork, and communication skills essential
- Highly organized with capability of taking independent initiative
- Research experience and policy analytic skills a plus
- Project management experience preferred
- Experience working in cross-cultural or international settings desirable

Interested candidates should send a cover letter, *curriculum vitae*, writing sample(s) preferably demonstrating policy analytic skills, and the names of three references to ghta@duke.edu. As we seek to fill this position in the near future, applicants should indicate their interest as soon as possible and their date of availability.