

## JOB DESCRIPTION

The Division of Global Health Equity (DGHE) at Brigham and Women's Hospital fosters the support and coordination of training, research, and service to reduce disparities in disease burden and to improve treatment outcomes both at home and abroad. The Division focuses on infectious diseases (e.g., HIV and tuberculosis) as well as non-infectious diseases (e.g., coronary artery disease, diabetes, addiction) and other health problems (that disproportionately affect populations in the developing world) of major importance to society. The DGHE is a founding partner of the Global Health Delivery Project (GHD).

The Research Assistant will work with Brigham/HMS faculty and others to support research sponsored by the the Global Fund for AIDS, Tuberculosis and Malaria to study critical interactions between the Global Fund supported HIV/AIDS, Tuberculosis and Malaria programs and health systems. Working both independently and in collaboration with faculty members, the Research Assistant will be responsible for supporting overall project work. This includes: conducting literature reviews and background research; developing annotated bibliographies; helping with the organization and analysis of research data; coding qualitative interview data; assisting in writing and editing research reports, articles and other writing projects; preparation of materials for meetings and conferences; other administrative tasks as needed.

The Research Assistant will be part of the Global Health Delivery Project and will gain exposure to a broad range of health, management, social justice and other issues. The RA may also develop intellectual property; create materials for the global health delivery curriculum; and contribute to research products, which may include case studies, books, journal articles, working papers, reviews, and teaching notes.

## QUALIFICATIONS

- BA/BS required; fluency in a second language desired
- Outstanding academic record; excellent writing, research, analysis, communication, organizational skills a must
- Ability to work independently and multi-task required
- Flexibility is essential. The ideal candidate has the ability to work in both collaborative and self-directed situations
- Desire to work for dynamic, mission-driven organization is a must
- Candidates should be prepared to submit writing sample and official transcripts

## SKILLS/ ABILITIES/ COMPETENCIES REQUIRED:

- Knowledge of standard qualitative data analysis packages (NVivo, Atlas, NuDist, etc) is desirable; NVivo software experience is a plus!
- Top-notch empirical research skills (especially qualitative), as demonstrated by prior research projects or employment experience
- Understanding of fundamental concepts of global health
- Experience with MS Office, Word, Excel, and Outlook is necessary.
- Ability to work independently and multi-task required. Flexibility is essential. The ideal candidate has the ability to work in both collaborative and self-directed situations.

This position will report to a BWH/HMS faculty member.

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