Public Health Studies Partnership Opportunity

Please complete the information below to the best of your ability. Providing as much detail as possible will greatly assist in narrowing down the pool of appropriate applicants for your opening.

1. Name of Organization or Department: Health Behavior and Society

2. Student Position Title: Research Assistant

3. Number of positions: 1-2

4. Application details (what would you like your applicant to provide you with?):

   - Cover letter: ☒ Yes ☐ No
   - Resume: ☒ Yes ☐ No
   - References: ☒ Yes ☐ No  How many references:

   Other information:

   Contact Information (who should the applicant contact?):

   Name: Lee Bone  Title: Associate Professor

   Method of contact: Email: lbone1@jhu.edu  Phone: 410-955-6887

   Email preferred? ☒ Yes ☐ No

5. Brief context of the assignment – please include any relevant web links or other sources that students can research on their own to learn more about your organization and its work.

   Research assistant will work with Professor Bone directly. Students will edit manuscripts, generate literature reviews, and prepare presentations among other tasks.

6. Primary duties/responsibilities:
• Administrative support
• Manuscript edits
• Literature reviews
• Other related tasks as required

7. Proposed start date: Immediately

8. Required number of hours per week: Flexible 8-10 hours per week

9. Duration of the assignment (there are 15 weeks in a semester):

   10 weeks (Summer 2015); 15 weeks (Fall 2015)

10. Preferred schedule – in order to work with students’ course load, flexibility is advantageous; a range of options is appreciated, but please be specific about any event or attendance requirements that are not negotiable. Please state hours of operation.

   The selected research assistant will select hours that work best. Professor Bone is flexible weekdays between 9:00 am and 6:00 pm.

11. Specific skills/experience you are looking for – preferred vs. required will be helpful here. Feel free to state a preference for particular topics the student should have some familiarity with, or the level(s) of student (sophomore, junior, senior) you’d be open to hiring.

   Preferred level of student (select all that apply):
   - [ ] Freshman
   - [x] Sophomore
   - [x] Junior
   - [ ] Senior

   Skills (computer, graphic design, language, organizational, editing, etc.):

   Required: Time management; organizational; strong verbal and communication skills; experience working with Microsoft Office products (Word, Excel, PowerPoint)

   Preferred:

   Interest in public health, health behavior and society

12. Available compensation (this could include transportation reimbursement, a range of pay commensurate with experience, or none).

   Paid position starting at $8.00/hour.
13. From your perspective, what do you see as the key potential learning gains for the student?

This position provides students with an introduction to the public health research process and one on one experience with JHSPH faculty.

Again, thank you for offering this opportunity!

If you have any questions or would like any clarification, please don’t hesitate to be in touch with Ann Beckemeyer, Applied Experience Coordinator for the PHS Program: abeckemeyer@jhu.edu, 410-516-6166.