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: Epidemiology Research Group in Organ Transplantation, JHU Department of Surgery

2. Student Position Title: Research Program 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: Please also include a brief statement of interest and unofficial transcript.

Contact Information (who should the applicant contact?):

Name: Annie Eno                  Title: Research Program Assistant

Method of contact:  aeno3@jhmi.edu

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.

The Epidemiology Research Group in Organ Transplantation (https://transplanteipi.org), a lab in the Johns Hopkins Department of Surgery, is seeking a motivated individual for a full-time research program assistant position. Students will be working on a wide range of projects involving mobile health technology, living kidney donation, and solid organ transplantation.
6. Primary duties/responsibilities:

- Recruits, instructs, and coordinates research subjects and/or volunteers, as appropriate to specific study objectives and work scope.
- Implements and maintains data collection and analysis systems in support of research protocol; including the management of data, paper files, and electronic databases
- Assist in preparation of research protocols, study instruments, and the IRB submission and renewal processes
- Content development for qualitative focus groups, in-depth interviews, and survey tools
- Assist with the running of focus groups and in-depth interviews (including recruiting, conducting focus groups/individual interviews, liaising with health providers)
- Coding of qualitative data (familiarity with NVivo Pro 11 recommended but not required)
- Strong professional writing, research, and editing skills. Experience making complex topics accessible for non-expert audiences
- Ability to translate complex ideas into digestible written and visual content for web and social media, as well as repackaging written content for audiences across various mediums
- Ability to communicate with followers and interact with the public through social media accounts, answer basic questions appropriately and timely, or triage questions back to the appropriate person in the lab, if needed
- Performs miscellaneous job-related duties as assigned

7. Proposed start date: June 2018

8. Required number of hours per week: This is a full-time position requiring 40 hours/week.

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

10. Preferred schedule – Monday-Friday 8:30-5pm.

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  ☐ Sophomore  ☐ Junior  ☑ Senior

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

Excellent communication and organizational skills, attention to detail, and ability to work well with others.

Preferred:
Previous experience with patient contact or calling people. Familiarity with NVivo Pro 11 qualitative analysis software.

13. From your perspective, what do you see as the key potential learning gains for the student?

This position will give students the opportunity to get involved in clinically-related public health research, interact with patients (both over the phone and in person, as needed), develop communication skills, and learn about the epidemiological research being done in organ transplantation at Johns Hopkins.