Position title: UNC Global Women’s Health research and program administration fellow

Number of positions: 1

Short project description: UNC Global Women’s Health is a unique team of obstetricians carrying out research across the globe to improve the health of mothers and infants. Our team of 7 faculty, 4 fellows, and 18 staff work on a broad portfolio of issues, with particular focus areas in preventing adverse birth outcomes; HIV and pregnancy; family planning; and breast and cervical cancer diagnosis and treatment. Our administrative portfolio typically includes 50 ongoing studies and several proposals in process at any given time. We are offering a practicum in research and program administration for students to learn the types of administrative skills and tools that are helpful in managing a broad research portfolio and helping to communicate results to a broad audience.

Roles and responsibilities of student: Roles and responsibilities may include conducting detailed budget analyses to develop improved budgeting templates and proposal development tools; conducting literature reviews of division publications and interviews with faculty and fellows to help develop materials to present our work to a broader audience; reviewing core administrative processes and documents and working with staff to improve these to be more responsive to current needs. The work will support the development of applied skills in foundational competencies of budget and resource management, communication strategies and content development, and consideration of cultural competence in developing materials for domestic and international audiences, and experience with interprofessional teams.

Expected outputs:
- Budget analysis report
- Revised budgeting template
- Communications materials to share the purpose and results of research with a broader audience

Skills and experience required:
- Current MPH or MSPH student interested in research and program administration, budget analysis, and communications
- Must be organized, self-motivated, and able to work independently

Supervisor: Harmony Chi, Research Program Manager, UNC Women’s Global Health

Minimum duration: Flexible (minimum 8 weeks)
How to apply:

If you are applying to multiple positions, please do not apply until you have ALL cover letters written and ready to upload for each position.

1. Fill-out the online application form and upload the materials below to the form:
   - Cover letter for each position you are applying (If applying to multiple positions, please write a cover letter for each position)
   - CV/Resume (If applying to multiple positions, only upload it once)

2. Faculty Evaluation: Please identify a UNC Gillings faculty member who is able to evaluate you on the specific skills listed in the position description(s) you are applying for. Please tell the faculty member which position(s) you are applying for. If applying to multiple positions, the faculty member only needs to complete one evaluation form (they will evaluate you for all your positions on one form).
   - Send the Faculty Evaluation Form link to the faculty member: https://unc.az1.qualtrics.com/jfe/form/SV_6DztLU8azN6rQkB

Questions?

Please contact Naya Villarreal, MPH, Global Health Associate Director at naya@unc.edu.