Graduate Research Assistant Position Description

**Job Role:** Research, Innovation and Global Solutions GRA  
**School/Division:** UNC Gillings School of Global Public Health  
**Organizational Unit:** Research, Innovation and Global Solutions, Campus Box 7415  
**Supervisor:** Naya Villarreal, Gillings Global Health Associate Director

The Gillings School of Global Public Health is ranked by US News and World Reports as the number one public school of public health in the United States. Our faculty, staff and students solve some of the most pressing health problems in North Carolina and around the world. At Gillings, we conduct novel, innovative research that changes public health practice, influences policy and improves the quality of people’s lives. The **Research, Innovation and Global Solutions** team empowers Gillings faculty members, students and staff to solve local and global public health problems through research, innovation and practice. Serving the entire School, we provide guidance and support in the areas of research; innovation and entrepreneurship; and global health. We also manage programs funded by the Gillings Gift.

This position will be paid the Graduate School’s stipend rate, currently $5,700, per semester. The GRA is expected to work 16 hours/week late August through early May with a flexible schedule.

The Graduate Research Assistant will contribute directly to the office areas below:

**Research**  
Develops content and distributes information important to SPH faculty, staff and students in a timely and accurate manner through various media channels including newsletters, ArcGIS maps and social media as needed. Helps develop, organize and mobilize resources related to the School’s strategic themes. Captures, curates and analyzes data sets for transformation into meaningful and useful information about productivity, trends and faculty research expertise within the School.

**Innovation and Entrepreneurship (I&E)**  
Helps design, develop, plan, organize, mobilize resources and motivate attendance for events and activities related to innovation and entrepreneurship. Assists with the management of the Gillings Innovation Labs. Supports activities and projects related to the Gillings Innovation & Entrepreneurship Strategy in the areas of impact and leadership; education; research and implementation; communication and partnerships. Engages in pan-campus innovation and entrepreneurship activities and initiatives to promote Gillings I&E activities.

**Global Health**  
Assists with global health Gillings Global Hubs, fellowship, internship and travel awards management. Designs and develops global health communications through various media channels including This Week in Global Health newsletter, ArcGIS maps, and social media. Helps the MPH in Global Health concentration co-leads and Global Health Associate Director in support of recruitment, events and other tasks related to student management for the MPH in Global Health concentration. **Background in and knowledge of global health topics preferred.**

The GRA also provides general miscellaneous office support such as scheduling meetings and taking minutes as needed.

**Minimum Education and Experience:** Must be currently enrolled or incoming UNC Gillings graduate student.

**Preferred Qualifications and Experience:**  
- Proficiency using Microsoft Excel, Word and PowerPoint; experience with Qualtrics, Canva, Tableau  
- Demonstrated experience in program management  
- Strong initiative to ensure work products and solutions that are on time and to a high standard  
- Understanding and sensitivity to diversity and cultural differences; ability to work effectively with diverse individuals  
- Excellent written and verbal communications skills; graphic design experience is preferred  
- Customer-service oriented with high integrity and ability to maintain confidentiality of sensitive information  
- Strong organizational skills, including the ability to prioritize and handle multiple tasks simultaneously

At the UNC Gillings School of Global Public Health, diversity, inclusiveness and civility are core values as well as characteristics of the School. We strongly encourage applications from diverse individuals, including but not limited to diversity in such characteristics as race/ethnicity, color, national origin, age, gender, socioeconomic background, religion, creed, veteran’s status, gender identity, gender expression, sexual orientation and disability. UNC Chapel Hill is an Equal Opportunity Employer.
2021-2022 Graduate Research Assistant Position Description

- Capacity to perform in the fast-paced, high-profile, complex environment of a public university
- Excellent judgment and people skills, including an appreciation of the pressures and responsibilities of others

To apply: Email cover letter focusing on your main area(s) of interest, resume or CV, two references to (name and contact information) globalsolutions@unc.edu by April 1, 2021.