2021 Summer Internship Position Description

Job Role: Research, Innovation and Global Solutions Intern  
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.

Schedule: 40 hours/week for 10 weeks between late May and early August.  
Potential opportunity to continue as GRA for 2020-2021 academic year.

Responsibilities

Project & Program Management
Helps design, develop, plan, organize, and distribute resources for events and activities related to our mission. Examples include programs in research (including information about the School’s research strengths and research compliance), global health projects and strategy, and innovation-related programs such as Gillings Innovation Labs.

Communications
Develops content and distributes information important to SPH faculty, staff and students in a timely and accurate manner through various media channels including newsletters, website, ArcGIS maps and social media.

Knowledge Management
Captures, curates, analyzes and distributes information about productivity, trends and faculty expertise within the School. Products include website content, quarterly progress reports, Gillings Gift program reports, global health portfolio development and capacity statements related to our faculty expertise. Monitors and communicates current policies, practices, trends and opportunities such as research funding opportunities, legislative and policy-related matters, and other pan-campus activities and initiatives.

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:
- 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
- Proficiency using Microsoft Excel, Word and PowerPoint; experience with Qualtrics, Canva, Tableau
- 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
- 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, resume or CV, two references (names and contact information) to globalsolutions@unc.edu by March 31, 2021.

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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.