

**Department of Public Health Sciences**  
**Graduate Assistant — Global Health Policy Research & Advocacy (Remote)**

Application review begins December 22, 2021 (rolling basis)

***Position Description***

We are seeking a highly responsible, well-organized, resourceful, and creative student to join our initiative, the *Global Public Health Convention for the 21<sup>st</sup> Century* project, with major implications for international and national policies and practices for preventing and addressing future pandemic emergencies. The graduate research assistant (GA) will provide administrative support to a team led by Professor and Chair Emeritus José Szapocznik, Ph.D. The student will work under the close supervision of senior research associates to provide administrative support for various projects related to research and advocacy efforts around global public health policy reform. The GA may also have the opportunity to participate in other related initiatives housed in the Department of Public Health Sciences, including a pandemic disaster evaluation study and coordination of a high-level advocacy collaborative in the State of Florida.

***Responsibilities***

- Plan, propose and execute strategies to optimize scheduling meetings and communicating with key stakeholders and collaborators
- Prepare meeting summaries, documents, charts, reports and presentations
- Monitor and analyze global current events
- Correspond regularly with team members and provide weekly updates
- Coordinate with the research team and various global, national and local expert groups
- Support related initiatives that may involve administrative duties, data collection, document and policy analysis, stakeholder interviewing and preparing meetings
- Perform other administrative and research duties, as assigned

***Preferred Candidate***

The ideal candidate for the GA position will have a keen awareness of professionalism within a global social and political landscape of health governance and the current global health architecture. The student will have demonstrated strength in handling complex administrative duties with resourcefulness and out-of-the-box thinking necessary to address roadblocks.

***Desired Skills***

- Excellent English writing ability and verbal communications skills required
- Strong organization, coordination, and administrative skills
- Ability to comprehend, analyze and synthesize current events and policy-related materials
- Excellent proficiency in Microsoft Word, Outlook, Excel, and PowerPoint required
- Hardworking with an ability to meet tight deadlines
- Strong critical thinking and problem-solving
- Excellent attention to detail
- Sense of humor and collegiality
- Coursework or experience in international administration, global health, health policy, politics of health care, and qualitative data analysis preferred
- Experience in countries outside of the U.S. and cultural competency of global dynamics preferred
- A broad systems orientation and some understanding of complex systems preferred

### ***Eligibility***

This position is available to a graduate student in good academic standing, or an undergraduate student with demonstrated experience and ability. **The student must be available for 15-20 hours/week through at least the end of the Spring 2022 semester, with preference to students available for a longer appointment.** We will be flexible with your class schedule.

The GA will receive \$15 per hour. This position begins **as soon as possible**.

### ***How to Apply***

Please direct all questions to Annie Liu ([a.liu5@miami.edu](mailto:a.liu5@miami.edu)). Submit all following documents via email to Annie Liu ([a.liu5@miami.edu](mailto:a.liu5@miami.edu)).

1. Updated **Curriculum Vitae (CV)**.
2. A one-page **cover letter** describing the student's interest and qualifications for this position, with concrete reference to experiences and/or coursework that are relevant to the proposed work.