

Center: **Buehler Center for Health Policy and Economics**

Position: **Temporary Research Coordinator**

Hours: **20-40 hours per week**

Campus: **Remote/Chicago**

Approximate start date: **ASAP**

Approximate end date: **12/31/2020**

Temporary Job Description:

The Buehler Center for Health Policy and Economics is seeking to hire a Research Coordinator (RC) to assist with projects related to public health policy, surveillance, and injury. Duties will include writing scientific papers for presentation & publication. Research Coordinator will coordinate writing, submission & administration of publications; review literature and conduct literature summaries for papers, articles, proposals, etc.; compiles information on research methods, data, and findings in poster, slideshow, and journal publication formats; edits, reviews and submits project publications which include writing for publications and working closely with authors on revisions.

***The RC will be expected to join regular Zoom meetings with the research team and to complete study management tasks on a daily basis Monday-Friday, but schedule is otherwise flexible.*

Qualifications Required:

- A bachelor's degree is required, graduate preferred.
- Strong scientific writing skills
- Published author in scientific journals
- Strong communication skills.
- High level of organizational skills and attention to detail.
- Diligent and can work independently.
- Prior social science or public health research experience

Preferred Qualifications:

- Experience with Endnote is preferred.

Software Required:

- MS Office suite 2013 (Word, Excel, PowerPoint, Outlook).

If interested, send CV, writing sample, and references to Lori.Post@northwestern.edu