



**Duke University Job Description:**

**ASSOCIATE, RESEARCH (RESEARCH AND KNOWLEDGE DEVELOPMENT),  
INNOVATIONS IN HEALTHCARE (iiH) AND GLOBAL HEALTH INNOVATION CENTER (GHIC)**

**Job Title:** ASSOCIATE, RESEARCH

**Job Code:** 2321

**FLSA:** E

**Job Level:** 10

**Revised Date:** 11/6/2017

**Job Family:** JF 28

**Summary**

Innovations in Healthcare (iiH) is a nonprofit organization hosted by Duke University and founded in 2011 by Duke Health, McKinsey & Company, and the World Economic Forum. The organization aims to improve healthcare worldwide by supporting the scale and impact of promising innovations. Innovations in Healthcare collaborates closely with the Duke Global Health Innovation Center (GHIC), part of the Duke Global Health Institute (DGHI). The Center studies and supports the scaling and adaptation of innovations, and related policy reforms, to address critical health challenges worldwide. It helps integrate complementary efforts across iiH, DGHI, the Duke-Margolis Center for Health Policy and the Duke Institute for Health Innovation, developing an academic home for faculty, staff, trainees, and students working on health innovation and policy issues globally.

The Associate, Research, iiH and GHIC, will contribute to the planning, organizing, and implementation of elements of the research program undertaken by iiH and GHIC, as part of the broader research and knowledge management team. The Associate, Research reports to the Senior Research Manager and collaborates closely with the full iiH and GHIC teams.

**Work Performed**

- Develop plans for research projects and written products, with Senior Research Manager and other team members
- Support the research component of a multi-year project providing acceleration support to maternal and child health innovations, including collection and analysis of survey data, synthesis of generalizable insights, and drafting of reports and case studies
- Support evaluation of a global health innovation grant program, with leadership from Senior Research Manager
- Develop innovator profiles, including drafting profiles for innovators in the iiH Network, in conjunction with communications team
- Manage the development of data collection strategies, including helping to design and administer surveys/questionnaires, creating interview structures and conducting in-person and virtual interviews, and carrying out desk-based research

- Manage, undertake, and support the development of reports, articles, white papers, manuscripts, and presentations
- Develop the digital content of liH and GHIC knowledge development work, including summaries and blog posts highlighting publications, student projects, policy events, and knowledge development webinars, in conjunction with communications team
- Travel to and represent liH and/or GHIC at domestic and international events
- Contribute to efforts to secure financial support (through grants, contracts, and other mechanisms) and resources to support the research agenda
- Contribute to liH and GHIC annual strategic planning and other organization-wide initiatives
- Regularly scan new literature in the field for new research findings on priority healthcare innovation issues; summarize the findings and their applicability to liH/GHIC activities and the Innovator Network
- Perform other related duties

The above statements describe the general nature and level of work being performed by individuals assigned to this classification. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so classified.

### Required Qualifications at this Level

Education/Training: Work requires analytical, communications and organizational skills generally acquired through completion of a bachelor's degree program. Preference will be given to candidates with a master's degree in relevant field (e.g. global health, public health, social work, sociology)

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Experience: Work requires one year of experience in program administration or involving academic, instructional or counseling activities to acquire skills necessary to plan, coordinate and implement a variety of program activities and events. Preference will be given to candidates with experience in developing research design, writing for multiple audiences, and project management.

OR AN EQUIVALENT COMBINATION OF RELEVANT EDUCATION AND/OR EXPERIENCE

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Skills:

- Strong organizational skills
- Outstanding initiative and ability to work independently and solve problems creatively
- Excellent ability to set priorities among multiple tasks
- Strong writing skills and ability to write for various audiences
- Experience collecting, analyzing, and interpreting data
- Demonstrated ability to summarize research and conduct literature reviews
- Experience building and managing relationships in projects with multiple stakeholders

- Experience in research, global health, health communications, health policy, or similar field
- Willingness and ability to travel internationally as needed
- Computer skills: Word, Excel, PowerPoint, and Internet searches.
- French language skills preferred.

The intent of this job description is to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employees may be directed to perform job-related tasks other than those specifically presented in this description.