**PROGRAM OVERVIEW**

The mission of the Department of Public Health is to educate, conduct research, provide service, and advocate for improved health of communities emphasizing rural and disadvantaged regions.

The Department of Public Health attains its mission by reaching the following goals:

1. Provide an educational program for current and future public health professionals responsive to meeting needs in a changing environment, including skills to work in rural and disadvantaged communities.
2. Educate individuals to apply a collaborative approach of evidence-based prevention to address public health issues and manage programs in various settings.
3. Increase the quality and quantity of funded public health-related research, including translational research projects that address established regional priorities.
4. Advance the health of communities, particularly in ENC, through community engagement, leadership, advocacy and collaborative efforts with public health agencies and other entities.

**UNIVERSITY**

East Carolina University® is a constituent institution of the University of North Carolina System and has an enrollment of over 29,000 students, making it North Carolina’s third largest institution of higher learning. The main campus is adjacent to downtown Greenville, NC, a city of over 80,000 people. Greenville is the hub of the eastern North Carolina coastal plain and a business, medical, and educational center. It is 80 miles east of Raleigh, the state capital, accessible by highway and nearby airports, and within easy driving distances of coastal resorts and the Outer Banks.

**REQUIREMENTS FOR CANDIDACY**

Bachelor’s degree required from an accredited college or university. Preference is given to candidates enrolled in the Master of Public Health degree program. The candidate must possess an academic background which will satisfy the graduate entrance requirements of East Carolina University. Previous experience in research is desired. Evidence of leadership and interpersonal communication skills suited to a rapidly growing, diversified university community is also desired. Familiarity with the Institutional Review Board (IRB) process is preferred but not required. **This position is in person, GA will need to able to come to ECU Health Sciences Campus.**

**GENERAL RESPONSIBILITIES**

The Public Health Graduate Assistant is expected to fulfill the following general responsibilities:

* Assist in the submission of a packet to the Institutional Review Board
* Program survey questionnaires into REDCap application
* Assist in data collection
	+ Consent potential participants
	+ Answer and return phone messages from potential participants
	+ Schedule participants for follow-up appointments
	+ Run data collection sessions (survey, breath samples)
* Data cleaning and management as needed – training will be provided
	+ Input data collected from surveys
	+ Keep a cleaned and usable dataset up to date at pre-specified data freeze points

**DATES OF EMPLOYMENT & COMPENSATION**

* Expected work dates are August 26, 2024 – December 4, 2024 (excluding all student observed Holidays), 20 hours per week.
* Stipend of $5,000.00, for ~4 months.
* This position is supported by auxiliary funding sources, filling of this position is contingent upon the continuing availability of these funds.
* Position is open until filled. Applicant review will begin immediately.

**APPLICATION PROCESS**

Submit to cliffordj22@ecu.edu

* **A** **PDF of your resume**
* **A cover letter** explaining:
	+ Why you are interested in the position
	+ How it will fit into your academic pursuits
	+ Your related experiences and skills

For additional information about this specific Graduate Assistantship, contact Dr. James Clifford, cliffordj22@ecu.edu . **Please use your ECU student email address for communication about this position**.

Final Revisions, Apr 19, 2023