



## **JOB DESCRIPTION**

Position Title: Carter Stephen Ainsworth Health Policy Summer Fellowship

Department: ASCP Institute for Science, Technology and Public Policy

Reports To: Director, Scientific Engagement and Research

## **JOB SUMMARY**

The Carter Stephen Ainsworth Health Policy Fellow will focus on research, analysis, writing, and organization in the area of health policy. The incumbent will conduct research and analysis to develop factsheets, issue briefs and other educational resources on a variety of health policy and practice related issues. Other responsibilities may include attending relevant briefings and seminars, providing support for ongoing programs and assisting with committee and partner meetings. The fellow will work closely with the department staff to support the development, maintenance, and delivery of health policy and research initiatives. The fellow will be expected to work a 37.5 hours per week for between 6-8 weeks.

## **DUTIES AND RESPONSIBILITIES**

Contribute to the implementation of the overall ASCP Institute for Science, Technology and Policy portfolio. Specific duties include:

- Team Support
  - Scheduling and tracking research tasks for the Wage and Vacancy Workgroup: assessment, data entry, literature review, analysis and write-ups
  - Developing of research reports and project-related records
- Communications & Advocacy
  - Assist with the writing and/or production of policy articles and other documents.
  - Assist in the development of advocacy articles and comment letters
  - Develop materials for action alerts and manage grassroots advocacy tools
  - Develop written summaries of data collection efforts.
- Research Projects and Data Gathering Functions
  - Performing research and data entry tasks and data entry
  - Scheduling and coordinating research activities. Liaise with ASCP staff to develop, implement, and deploy research projects
  - Tracking and maintaining on-line data tools
  - Organizing data on all relevant media (paper, video, audio, on-line data)
- Data Analysis & Literature Review
  - Contributing to the overall framework and research agenda of departmental projects
  - Conducting literature reviews of relevant research and/or substantive techniques
  - Conducting statistical analyses in SPSS or Excel, as needed
- Assume other duties as assigned that contribute to the organization/department's strategic goals.

- Center for Public Policy duties such as issue briefs on legislative and regulatory issues, workforce, update or develop public policy fact sheets in support of ASCP advocacy priorities.
- Minor administrative duties as needed.

#### QUALIFICATIONS

- Current or recent undergraduate or graduate student.
- Experience or interest in healthcare or healthcare policy.
- Experience with survey research desirable.
- Excellent written and verbal communication skills required.
- Experience using MS Outlook, Office Suite, including Word, MS Publisher, and PowerPoint.
- Experience managing data using Excel and/or SPSS/SAS/STATA is helpful but not required
- Strong organizational skills.
- Ability to work individually and as part of a team.
- Ability to work autonomously under limited supervision.