

# Graduate Research Assistant Center of Excellence – Policy and Finance

Georgia Health Policy Center  
Andrew Young School of Policy Studies  
Georgia State University

The Georgia Health Policy Center, established in 1995, provides evidence-based research, program development and policy guidance on local, state and national levels to improve health status at the community level. The center conducts, analyzes and disseminates qualitative and quantitative findings to connect decision makers with the objective research and guidance needed to make informed decisions about health policy and programs. Today the center is at work in more than 220 communities in all 50 states, helping our nation to improve health status.

## WORK SCHEDULE

The worktime/hours per week will be established at the time of employment.

## JOB RESPONSIBILITIES

Responsibilities of this position may include:

- Tracking and analyzing health-related state- and federal-level policy and legislation
- Assisting with literature reviews and report composition
- Working with the Georgia Interagency Directors Team (IDT):
  - Assisting with meeting planning and coordination
  - Assisting with report presentations and project updates
  - Assisting with meeting facilitation
- Linking and analyzing data from multiple providers (i.e. descriptive analyses, trended reports, and statistical analyses)
- Participating, facilitating and presenting at COE team and client meetings
- Representing the COE at stakeholder and client meetings
- If interest and opportunity arise, leading and/or contributing to academic and applied research publications, poster and oral presentations at conferences, white papers, and briefs.

## QUALIFICATIONS

GRA applicants will be considered from MPH, MPP, MA/MS, MSW, JD or related PhD programs. Applicant must be organized and possess strong writing and analytical skills, the ability to work independently and with a team, and to meet deadlines. Proficiency in MS Word, Excel, Access and PowerPoint are required. Knowledge of SAS, SPSS, Stata, and/or Qualtrics is preferred.

## HOW TO APPLY

All GRA applicants may submit a resume AND cover letter to Ashley Jones at [ashleynjones@gsu.edu](mailto:ashleynjones@gsu.edu). Your cover letter must address experience related to the job responsibilities. Please use subject line GRA – COE Policy and Finance.

The stipend for this GRA position will vary depending on the average hours worked per week.

Georgia State University is an Equal Opportunity Employer and does not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

