



## Global OHNS Initiative - Research Associate Position Description

### Position Overview

We are seeking a proactive and detail-oriented individual to join the Global Otolaryngology-Head and Neck Surgery (OHNS) Initiative as a Research Associate. In this role, you will provide vital support to the Research Team Leads in advancing research efforts within the initiative. Your responsibilities will include liaising with research project teams, assisting with quality assurance, and facilitating research meetings and communications.

Otolaryngologists worldwide face significant challenges in accessing research opportunities and resources. The Research Associate will play a crucial role in supporting the Research Team Leads, ensuring the smooth operation of research activities, and facilitating the dissemination of research findings to initiative members and broader audiences.

### Responsibilities

As a Research Associate, your primary responsibilities will include:

1. **Research Support:**
  - a. Assist the Research Team Leads in advancing research within the initiative, providing support to research project teams as needed.
  - b. Liaise with research project teams to facilitate technical support and mentorship by senior researchers and Research Team Leads.
2. **Quality Assurance and Coordination:**
  - a. Track all research activities, including project planning, IRB application, implementation, and publication, to ensure quality assurance.
  - b. Assist with planning and conducting Research Committee Meetings and large-group Research Meetings.
3. **Meeting Preparation and Documentation:**
  - a. Prepare and disseminate meeting agendas for Research Update Meetings.
  - b. Take meeting minutes and follow up on action items to ensure timely progress.
4. **Publication and Outreach:**
  - a. Maintain a comprehensive list of all publications and conference presentations resulting from research initiatives.
  - b. Liaise with the Advocacy and Outreach Team to publicize published research to initiative members and broader audiences via the website and social media platforms.
5. **Priority Tracking and Reporting:**
  - a. Track research needs and priorities identified by the Research Team Leads, Leadership Team, and members.
  - b. Prepare and assist in the preparation of semi-annual reports for the initiative, collaborating with the program coordinators on the annual report.

**6. Goal Setting and Collaboration:**

- a. Assist the Research Team Leads in annual goal setting, ensuring alignment with the broader objectives of the Global OHNS Initiative.
- b. Collaborate with the Advocacy and Outreach Team on initiatives that intersect with research goals.

**7. Attend Monthly Meetings:**

- a. Attend monthly large-group meetings to inform research initiatives.

The Research Associate will play a vital role in advancing research efforts within the Global OHNS Initiative, supporting the Research Team Leads in achieving their objectives and ensuring the effective dissemination of research findings. If you are passionate about research and eager to contribute to global OHNS care, we encourage you to apply.

To apply for this volunteer position, please submit a cover letter outlining your interest and relevant experience, along with your CV, to [globalohns@gmail.com](mailto:globalohns@gmail.com) with the subject line "Global OHNS Research Associate Application."