



Global OHNS Initiative - Research Team Lead Position Description

Position Overview

We are seeking motivated and dedicated individuals to serve as Research Team Leads for the Global Otolaryngology-Head and Neck Surgery (OHNS) Initiative. As a Research Team Lead, you will play a pivotal role in coordinating research efforts aimed at improving OHNS care worldwide. Your responsibilities will include leading research team meetings, identifying research priorities, ensuring research quality and equity, and facilitating collaboration.

Otolaryngologists face significant challenges in accessing research opportunities and resources, particularly trainees, early-career faculty, and those from low- and middle-income countries. The Research Team Lead will address these challenges by engaging researchers, refining research guidelines, facilitating mentorship, and promoting the dissemination of research findings.

Responsibilities

As a Research Team Lead, your primary responsibilities will include:

1. Leadership and Coordination:

- a. Plan and lead Research Team Meetings every other month, providing direction and guidance to team members.
- b. Organize monthly large-group Research Update Meetings to share progress and discuss ongoing projects.
- c. Identify research needs and priorities aligned with the goals of the Global OHNS Initiative in collaboration with the leadership team.

2. Research Management:

- a. Refine and implement research guidelines for Global OHNS Initiative projects, ensuring alignment with best practices.
- b. Review and provide feedback on new research project proposals, guiding researchers through the project planning process.
- c. Track all research activities, including project planning, IRB application, implementation, and publication.

3. Dissemination and Outreach:

- a. Liaise with project leads and the Advocacy and Outreach Team to publicize research findings to initiative members and broader audiences through the website and social media platforms.
- b. Facilitate mentorship and ensure equitable representation in research teams.
- c. Coordinate the Research Mentorship Program, including application review, mentor/mentee pairings, educational seminars, and a final research symposium.

4. Funding and Goal Setting:

- a. Assist in identifying and applying to appropriate funding sources for research projects.
- b. Lead annual goal-setting sessions with the Research Team to establish short- and long-term objectives.

- c. Track progress towards goals and provide semi-annual reports to the Board of Directors and organizational leadership.

5. **Mentorship and Feedback:**

- a. Provide dedicated semi-annual feedback and mentorship to team members, fostering their professional development and growth.

The Research Team Lead will contribute significantly to advancing the research mission of the Global OHNS Initiative, fostering a collaborative and impactful research culture worldwide. If you are passionate about research, mentorship, and making a difference in 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 with the subject line "Global OHNS Research Team Lead Application."