

## RESEARCH INTERN

### Position Description

#### PROJECT BACKGROUND

The Fertility Awareness for Community Transformation (FACT) Project is a five-year project funded by USAID and implemented by IRH in partnership with Save the Children in several countries in East Africa, the Middle East, and South Asia. As a research, intervention, and technical assistance project, FACT is testing interventions for increasing fertility awareness (FA) to improve family planning (FP) uptake and expanding access to fertility awareness-based methods (FAM), with the goal of reducing unintended pregnancies. As part of the FACT Project, IRH is implementing the [Dot Study](#).

The IRH Dot Study team seeks a research intern with experience managing study documentation and interest in being taught how to interact with study participants (via phone, IM, email). Candidates should have strong skills in research and writing as well as an interest in public health. The identified candidate will be required to complete an online research ethics certification course (1 day), if current research ethics certification is not available. Experience working with the suite of Microsoft Office products (PowerPoint, Word, Excel) is required, and experience creating tables of descriptive study statistics (mean scores, frequencies, etc.) is desirable. Primary responsibilities will be supporting day-to-day study procedures with the Dot Study team.

#### POSITION SUMMARY

The research intern will join the Dot Study team in March 2018. The Dot Study is underway and all participants have been recruited. The intern will assist in tracking participants over time, creating periodic reports using data dashboards and graphs/tables. The intern will also be required to promptly respond to study participant queries as they arrive (during normal business hours). The research intern will report to the team's Senior Research Officer and support the project by supporting regular reporting documentation, completion of requisite contractual documentation, and coordinate meetings for the Dot Study team. The position will be compensated part-time, working up to 20 hours per week from March 1, 2018 to September 30, 2018.

#### TASKS

Under supervision and guidance of the Senior Research Officer, the Research Intern will be part of the Dot Study team and will conduct the following tasks:

- **Complete an online research ethics course:** The research intern will be required to complete an online research ethics course that matches the Georgetown University standards for research ethics. This is typically a one-day event that requires some preparation time.
- **Interact with study participants:** The research intern will work with the study team to respond to emails and phone calls from study participants according to the given protocol.
- **Contribute to formatting and writing of reports and/or results briefs:** The research intern will assist in the drafting, formatting, and writing participant data on a weekly basis. Instructions and formats will be provided.
- **Draft graphics, tables and other visuals:** From data outputs, the research intern will draft graphics and other identified visuals for monitoring reports and other products.

## MINIMUM REQUIREMENTS

- Current bachelor's or master's degree student or recent graduate of a degree program in public health, psychology, counseling, socio work, anthropology, or other related field
- Excellent communication skills; ability to talk with study participants via phone, chat, and/or email
- Experience with report writing and production, and conducting literature reviews
- Experience with SPSS or Stata preferred
- Experience with Microsoft Excel, specifically creating graphics and visuals

## DESIRED QUALIFICATIONS

- Previous internship preferred
- Strong organizational and writing skills
- Attention to detail
- Flexibility and sense of humor

## COMMITMENT

- Willingness to work on-site at IRH's headquarters in Dupont Circle, working up to 20 hours per week from March 1, 2018 to September 30, 2018.

The Research Intern will receive an hourly rate of salary based on experience.

***To apply, please email a resume, cover letter and short writing sample (2-3 pages) to [hf242@georgetown.edu](mailto:hf242@georgetown.edu) with the subject line "Dot Study Research Intern" no later than March 1, 2018. Applications will be reviewed on a rolling basis, with priority given to early applicants. Please specify where you found the job advertisement. No phone calls please.***

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