

Job Description

Research Assistant

Global Viral (GV) seeks a **Research Assistant** to be based at its San Francisco, CA headquarters to assist with reporting and research for its endeavors, to help build future programs and to continue to build GV as a research institution. *This position may be open on a part-time basis to individuals completing Bachelors or Masters degrees.*

About the Position:

The **Research Assistant** will work collaboratively with senior staff to provide administrative and technical support for Global Viral (GV), whose mission is the understanding, exploration and stewardship of the microbial world. GV's scientific endeavors are varied, ranging from several disease surveillance-based projects based in Central Africa to a multi-year research initiative, Boundaries of Life, which seeks to identify highly divergent microbial life from diverse and extreme environments around the world. The organization will continue to conduct applied activities, such as surveillance for novel human and animal pathogens, but will push increasingly into a more general exploration of the microbial world aimed at answering fundamental basic biological questions using approaches from fields ranging from environmental microbiology and biochemistry to biophysics.

Specific Responsibilities:

- Conduct literature reviews and collect data
- Work with scientific team and partners to facilitate data analysis, compile reports and write up scientific findings
- Review and edit project reports and other deliverables due to sponsors
- Provide administrative support to GV senior staff and Board and coordinate related activities
- Draft or collect web content, writing and posting social media updates, updating the website with new content, overseeing technical updates to site, creating new components of site as required
- Organize meetings, seminars and conferences (catering, room reservations, travel and accommodations)
- Draft correspondence and meeting notes
- Research funders and assist with other development activities

Qualifications:

- College degree (or near completion), preferably core sciences (biology, physics, chemistry) or in global health, infectious disease, public health, etc.
- Interest in basic scientific research, global health, infectious diseases issues
- Experience working in and around a laboratory desired
- Strong social skills but capacity to work independently
- Experience in program management highly desirable
- Exceptional organizational skills and attention to detail
- Willing to travel both domestically and internationally up to 10% of the time
- Capacity to thrive in a highly interdisciplinary, collaborative and ambitious research environment
- Strong interpersonal, verbal, written, communication and presentation skills

Salary:

- Salary is competitive and commensurate with experience

About Global Viral:

Global Viral is a 501(c)(3) not-for-profit founded in 2008 by Nathan Wolfe with seed funding from Google.org and the Skoll Foundation whose mission is to promote understanding, exploration and stewardship of the microbial world. From our San Francisco headquarters, we coordinate research and capacity building programs across the globe to detect emerging infectious diseases and explore the unknowns of the microbial world. Over the past 6 years, our team has responded to critical public health emergencies, discovered multiple new viruses and provided health education and training to thousands.

**INTERESTED APPLICANTS: PLEASE APPLY WITH COVER LETTER AND CV THROUGH
RECRUITMENT@GVCAMEROON.ORG)**

NO PHONE CALLS PLEASE