ADVANCE NOTICE OF OPPORTUNITY
Digital Communications Assistant (Remote)
Part-time, Summer 2020

Duke Institute for Brain Sciences (DIBS)

We are seeking a graduate student research assistant, previously trained in neurosciences, communication sciences, documentary studies, history, literature and/or some other discipline in the humanities to participate in the creation of **digital communications** that represent the expertise of faculty in the DIBS Faculty Network, which spans several Schools and multiple departments. The job entails crafting communications for the public at-large concerning the impact of the COVID-19 pandemic on mental health and neurological function. Members of the DIBS community represent substantial expertise as biomedical scientists, social scientists, neurological clinicians, and mental health professionals who are well-positioned to serve the public in highly authoritative and relevant communications. The research assistant would work remotely, but closely with the communications specialist in DIBS, the DIBS Director, and the Associate Directors to craft professional-caliber communications that would be published on the DIBS website, with a commitment to updating content on a regular basis and promoting widespread distribution and impact both locally and nationally. The research assistant could also conduct and produce live events in appropriate media channels where DIBS members would discuss their relevant expertise and engage in real-time with external constituencies.

**RA duties and responsibilities:**

Work up to 20 hours per week; hours are very flexible. All work may be performed remotely. Frequent online meetings and supervisor-directed independent work should be expected. Work collaboratively with direct supervisors, DIBS staff and targeted members of the DIBS faculty network; craft and implement strategic interviews of faculty; draft and edit copy for online publication; craft and implement strategies for dissemination, including social media channels; assist with video production and editing of recorded interviews; host and manage live events online.

**Specific skills required:**

Strong written and oral communication skills are a must. Excellent time management and organizational skills required. Ability to work well both independently and as a team member is essential. Experience with website design is required (HTML, WordPress, Content Management Systems, etc.). Fluency with productivity software such as Microsoft Office (proficiency with Word and PowerPoint), research software (such as Zotero, DukeBox, GoogleDocs), and social media platforms (Facebook, Twitter, Instagram) is necessary. Previous experience with qualitative data analysis, such as interviewing, memoing, scripting, coding, and applied thematic analysis is desirable. Some knowledge of experience in neuroscience is relevant and highly desirable, but not required.

**Salary:**

RA salary is to be set within a range, as determined by Executive Vice Provost and/or the Office of Interdisciplinary Program Management.

Funding source: Duke Institute for Brain Science.

**Direct supervisors:**

[Katatharine Neal](#), DIBS Director of Communications (contact for more information)
Geraldine Dawson, DIBS Director
DIBS Associate Directors: Alison Adcock, Samantha Bowen, Nicole Schramm-Sapyta, Leonard White