**Position Title:** Graduate Assistant at ChildObesity180

ChildObesity180 is a national leader in childhood obesity prevention – blending scientific evidence and rigor with innovation and experience from the private sector to develop, implement, evaluate, and scale high-impact obesity prevention initiatives in the US. ChildObesity180’s unique value proposition rests in the ability to leverage the experiences, intellect, and assets from multiple sectors to address one of society’s most pressing public health problems – childhood obesity. ChildObesity180 is part of the Gerald J and Dorothy R Friedman School of Nutrition Science and Policy at Tufts University.

ChildObesity180 plans to hire up to two Graduate Assistants. This is a part-time appointment, with compensation of $18/hour for up to 20 hours per week through May of 2020; however, an extension or second term is possible. The tentative start date is November 1st or earlier.

**Project Description:**

The United States Department of Agriculture (USDA) recently awarded Tufts University a five-year *cooperative agreement* to test and evaluate the use of telehealth innovations in the USDA’s Special Supplemental Nutrition Program for Women, Infants, and Children (WIC). The project’s goal is to develop cutting-edge technology to improve the delivery of nutrition education to pregnant women and caregivers of young children participating in USDA’s WIC Program, particularly for those clients who have a hard time getting to WIC clinics, like those in rural areas.

The Tufts WIC Telehealth Intervention and Evaluation project primary goals are to:

- create, disseminate, and administer a competitive awards process to support WIC State Agencies (SAs) to use telehealth technologies to supplement their nutrition education and breastfeeding support services and decrease barriers to access;
- provide technical support to WIC state agencies during the awards process and throughout implementation of the interventions;
- comprehensively evaluate the impact of the awards;
- disseminate the promising and successful initiatives to WIC programs across the US states and territories.

**Job Description:** The Graduate Assistant(s) will provide support to the project through a variety of tasks, including:

- Research resources for online libraries to support WIC State Agencies through competitive awards process (e.g., evidence-based telehealth solutions library)
- Assist in the development of communication materials including web-based content regarding the request for proposals (RFPs), and content for emails and social media outreach
- Support the creation of RFP notifications using multiple communication channel approaches (e.g., WIC e-listservs to WIC SAs, social media)
- Assist in the creation and organization of webinars
- Attend Project Management Team meetings and draft notes

**Basic Requirements:**

- Excellent organizational skills with attention to detail
• Experience conducting literature reviews and research
• Excellent written communication skills
• Demonstrated ability to work independently
• Technical skills: word processing, use of spreadsheets such as Microsoft Excel, and Outlook.

Preferred Qualifications:
• Familiarity with the WIC program
• Experience in basic website editing
• Knowledge of telehealth interventions
• Experience with social media

Type: Part-time

Please submit a cover letter and resume/CV to Daniel Schultz (daniel.schultz@tufts.edu) by October 24th for consideration.

An employee in this position must complete all appropriate background checks at the time of hire, promotion, or transfer.


Primary Location: United States-Massachusetts-Boston

Job: Administrative Support

Organization: ChildObesity180 at Tufts University

Employee Status: Limited Appointment

Schedule: Part-time