



## MANAGEMENT FELLOW, RESEARCH & DATA EXCELLENCE JOB DESCRIPTION

**Position Title:** Management Fellow, Research & Data Excellence (CAHD Resident)

**Reports To:** Director, Live Well Center for Innovation & Leadership and Chief Agency Officer, County of San Diego Health and Human Services Agency, Public Health Services

**Location:** This is a mostly in-person role with rotating presence at HHSA, SDSU, and some flexibility for remote work.

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### ABOUT LWCIL

**The Live Well Center for Innovation & Leadership (LWCIL)** is an innovative academic-practice partnership between the County of San Diego Health and Human Services Agency (HHSA) and San Diego State University (SDSU). The partnership represents San Diego County's Academia Health and Human Services Department with a mission of strengthening the partnership between academia and health and human services practice through integrated education, research, workforce development, and service that advances equity in San Diego. The partnership is co-chaired by the leaders of HHSA and SDSU's College of Health and Human Services and an executive Steering Committee. A subcommittee structure with co-chairs representing each partner are responsible for advancing the partnership's priorities which include: People Success— Building a diverse, competent, and engaged health and human services workforce; Research & Data Excellence— Informing and improving academia, policy, and practice with rigorous and relevant research; Service to Community—Integrating academia, practice, and community to advance equity and eliminate health disparities; and Leadership & Sustainability—Creating a nationally recognized academic-practice model with innovative leadership to improve academia, policy, and practice.

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### POSITION DESCRIPTION

The Management Fellow, Research & Data Excellence is a boundary spanning role embedded in SDSU and HHSA as a team member supporting the advancement and sustainability of LWCIL and its Research & Data Excellence Subcommittee. As the Management Fellow, you will assist in building bridges and alignment across partners as well as providing lead support to LWCIL's Research & Data Excellence Subcommittee, which is co-chaired by leaders from SDSU's School of Public Health and HHSA's Public Health Services Department. In addition to assisting with the advancement of the Research & Data Excellence Subcommittee's goals and strategic objectives as outlined by LWCIL's 2024-2027 Strategic Roadmap, the Management Fellow will support HHSA's Public Health Services Department with public health projects as assigned.

### DUTIES & RESPONSIBILITIES

#### Administrative & Operational Support

- Act as lead support to the LWCIL Director and Research & Data Excellence Subcommittee co-chairs in co-planning monthly agendas, coordinating meetings, and documenting progress and next steps.
- Review National Academic Health Department models specific to academic-practice joint research and data sharing, bringing forward best practices and opportunities to replicate successful projects and practices.
- Develop systems and structures for the ongoing management and sustainability of the Research & Data Excellence Subcommittee.
- Assist with the creation of an annual action plan aligned with and supporting the advancement of the Subcommittee's goals, strategic objectives, and measures of success.
- Develop framework for identifying, tracking, and reporting short-, mid-, and long-term success including outputs and outcomes.





### Research & Data Excellence

- Analyze San Diego County health disparities data and SDSU researcher expertise to identify opportunities for joint research and that will inform and improve academia, policy, and practice.
- Review current guides and create policies and procedures for co-research, co-publishing, and co-presenting.
- Identify and document existing joint research collaboration between SDSU and HHSA.
- Develop new research project methodology, work plans, and study designs.
- Collect, analyze, and interpret health data to inform projects, priorities, and decision-making
- Assist with formalizing the IRB relationship between SDSU and HHSA.
- Research and outline concept and feasibility for a Graduate Summer Research Program.

### Knowledge Sharing & Collaboration

- Identify and leverage existing events and forums to integrate academia and practice, as well as to catalyze knowledge sharing, joint research, and collaboration.
- Develop quarterly forums to facilitate understanding of partners' procedures and priorities, and to catalyze research and data-sharing collaboration.
- Facilitate knowledge sharing and collaboration via an online Connection HUB for faculty and practitioner researchers.

### Grant writing

- Research and write grant proposals and applications for joint research projects and aligned priorities
- Prepare resource development materials and presentations.

### Public Policy & Advocacy

- Identify opportunities to affect policy or improve practice through joint research and co-publication.
- Draft policy and practice improvement recommendations resulting from current research or new joint research.
- Create messaging to promote education, workforce, and health equity issues and opportunities to shape solutions to health disparities.

### Publication

- Assist with the conceptualization and production of data publications including case studies, white papers, and reports.

### Other Duties:

- Lead/Assist with HHSA's Public Health Services projects as needed
- Assist LWCIL's Steering Committee and other LWCIL Subcommittees with research and data sharing as needed

### **Required Skills:**

- Understanding of general health disparities and impact of health disparities among communities of color, low-income communities, and other communities throughout San Diego County;
- Strong research and analytical skills;
- Excellent communication and organization skills;
- Knowledge of grant writing and proposal development;
- Self-motivated to balance priorities and manage time when in the field and in the office;
- Aptitude to work both independently and as part of a team;
- Capability to conduct educational sessions and presentations with a variety of groups;
- Proficient in Microsoft Office applications including Word, Excel, and PowerPoint;
- Experience with data analysis tools such as SPSS, SAS and STATA;
- Ability to stay up to date with the latest information related to COVID-19, vaccines, testing, and policies.





**Minimum Qualifications:**

- Graduate degree in public health, social work, or related field.
- A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions such as outreach, event coordination, and research.



**SDSU**  
San Diego State  
University