

## Medical Social Sciences

### **Northwestern University Feinberg School of Medicine**

Chicago, Illinois

#### **Post-Doc Position: Writing Analyst**

##### **Overview**

The Department of Medical Social Sciences (MSS), Feinberg School of Medicine, Northwestern University invites applications for a research associate position as Writing Analyst.

The Writing Analyst will lead efforts in conceptualizing, drafting, editing, proofreading, and formatting scientific content for program development, scientific manuscripts, and presentations intended to support the research goals of the Gershon lab at Northwestern University's Department of Medical Social Sciences. This position may be full or part time.

Specific responsibilities include:

- Communicate and disseminate scientific research and advances to a diverse audience by writing, editing, proofreading, and formatting content for scientific manuscripts, grant applications, and reports
- Prepare content for scientific conferences and presentations intended for multiple and diverse audiences, including assembling and organizing data into text and figures for scientific presentations, publications, grant applications, reports, newsletters, and websites.
- Tailor verbal and written presentations of scientific information for diverse audiences, including scientists, physicians, patients, educators, health practitioners, and the general public
- Identify appropriate scientific outlets (e.g., peer-reviewed journals, professional conferences) for research findings
- Correspond with editors and professional staff of scientific journals to ensure manuscript submission requirements are met and submissions for publication are complete.
- Partner with and mentor lab members to shepherd scientific articles to publication. Participate in team meetings and scientific discussions.
- Coordinate and incorporate input from other contributing authors both internal and external to the University.
- Performs other duties as assigned.

##### **Minimum Qualifications**

- Successful completion of a full 4-year course of study in an accredited college or university leading to a bachelor's or higher degree; OR appropriate combination of education and experience.
- Five years of writing scientific material (original research manuscripts, review articles/book chapters, and grant applications) or other relevant experience required.

**Minimum Competencies: (Skills, knowledge, and abilities.)**

- Excellent writing skills; able to produce clear, compelling, and eloquent text.
- Superb organizational skills.
- Excellent editing and proofreading skills.
- Must be able to translate difficult scientific concepts into language appropriate for multiple audiences.
- Must be flexible and able to drive deadline-driven projects to completion.
- Must be able to work independently and as part of a team.
- Must be able to coordinate work by numerous contributors and manage complex processes.
- Must be advanced user of Microsoft Office and EndNote.

**Preferred Qualifications: (Education and experience)**

- Masters Degree but preferably a Ph.D. in health sciences.
- Background in Neuropsychology, specifically Aging, Mild Cognitive Impairment (MCI) and Alzheimer's Disease (AD).
- Individuals who currently have research positions and have exceptional writing and editing skills are also invited to apply.

Interested applicants should contact:

Richard Gershon, PhD c/o Magda Kupczyk  
Department of Medical Social Sciences  
Northwestern University  
[magdalena.kupczyk@northwestern.edu](mailto:magdalenakupczyk@northwestern.edu)

Applications will be reviewed on a rolling basis until the position is filled. Send by e-mail the following; 1) a cover letter; 2) a curriculum vita; 3) a writing sample, including but not limited to reprints of publications and submitted manuscripts. In the subject line of the e-mail please include "**Writing Analyst Post-Doc position**"

Final candidates will be interviewed by phone or in person and will be required to produce 3 letters of recommendation.

Northwestern University is an Equal Opportunity, Affirmative Action Employer of all protected classes, including veterans and individuals with disabilities. Women and minorities are encouraged to apply. Hiring is contingent upon eligibility to work in the United States.

The MSS Department provides a unique scientific home for applied researchers who integrate biomedical and social science approaches to improvement of health and health care delivery across the lifespan ([www.mss.northwestern.edu](http://www.mss.northwestern.edu)). MSS provides rich resources for conducting research including a broad scientific portfolio with multiple, large scale datasets across the lifespan, biostatistical and health informatics cores, expertise in assessment methods and collaborative relationships across Northwestern's biomedical and life sciences campuses. In particular, MSS and its Center on Patient-Centered Outcomes within the Institute for Public Health & Medicine has an extensive array of funded research focused on patient-centered outcomes research including outcomes measurement, psychometrics, quality of care, symptom management, and comparative effectiveness research.