



## Assistant Data Specialist

Global Oncology, Inc. (GO) is a non-profit started by two Harvard-trained physicians, whose objective is to achieve more equitable cancer care by creating and fueling active and dynamic partnerships between skilled professionals. GO currently seeks a self-motivated, detail-oriented individual to assist the team with cleaning data for the Global Cancer Project Map (GCPM) project. The data has been collected as an international effort to provide easy-to-access resources for public health workers and researchers. It is an attempt to foster collaboration between various organizations to deliver cancer care more effectively in resource poor settings. This **paid five-week internship, approximately 10-15 hours per week**, will grant the successful candidate the opportunity to connect with well-established professionals and researchers working in the field of data science, medicine, and public health.

### Responsibilities:

- Validating personnel data in the spreadsheet against existing online databases and websites by searching for listed individuals and addresses online.
- Identifying missing data and searching for information online to complete the spreadsheet to the best of his or her ability.
- Ensuring consistency and uniformity of the data (e.g. all text written in English, latitude and longitude in correct coordinate system, etc.).

### Qualifications and requirements:

- Proficiency working with Microsoft Excel spreadsheets and conducting Internet searches
- Willingness to work independently with minimal supervision
- Ability to maintain regular communication with project leaders to provide bi-weekly reports on progress and seek clarification or assistance as needed and desired.
- Ability to work remotely from the greater Boston area with meetings conducted via Skype, in-person, or telephone.

The successful candidate will be paid \$12/hour for their work. Prospective candidates should submit their resume and at least one reference to Dr. Franklin Huang at [gcpm@globalonc.org](mailto:gcpm@globalonc.org).

### Brief summary:

Organization: Global Oncology, Inc. (<http://globalonc.org/>)

Project: Global Cancer Project Map

Type of work: Data cleaning

Job type: Paid internship

Duration and pay: 5 weeks, 10-15 hours/week at \$12/hour.

Contact: Dr. Franklin Huang ([gcpm@globalonc.org](mailto:gcpm@globalonc.org))

Date posted: January 10, 2015