



Rosalynn Carter Mental Health & Caregiver Program | Graduate Assistantship

The Rosalynn Carter Mental Health and Caregiver Program (RCMHCP) at The Carter Center upholds the legacy of former First Lady Rosalynn Carter, a long-standing champion for the rights of people with mental illnesses and for caregivers.

We envision a world where mental health and caregiving are valued, promoted, and protected; and all people can access the inclusive care they need to live with dignity and well-being. Our mission is to transform fragmented mental health and caregiving systems by building the capacity of health and community-based actors, advancing evidence-based policy, inspiring change through storytelling, and generating data and insights to build inclusive, accessible care for all.

Global Mental Health

The RCMHCP seeks a graduate assistant (GA) who can support activities within the Global Mental Health (GMH) pillar. Through their work, the GA will build exposure to efforts across MHCP including in public policy, mental health and peacebuilding, and the Rosalynn Carter Fellowship for Mental Health Journalism (RCJF).

Project Scope:

The GMH team focuses on strengthening behavioral health systems in low- and middle-income countries. Working with countries across Africa, GMH aims to partner with key stakeholders to build and promote sustainable, quality, and accessible behavioral health services. Within the GMH portfolio, the GA will:

- A. Assist with backstopping country project implementation in Uganda and Sierra Leone in key engagement areas including workforce development, policy, advocacy, and financing.
- B. Support knowledge production development and dissemination, including events and webinars.
- C. Support monitoring and evaluation efforts across the GMH portfolio.

Responsibilities Include:

- Assist with project coordination, communication, and documentation, including meeting minutes, interim reports, grant writing, presentation development, literature reviews, and other project-relevant materials.
- Contribute to the design and implementation of monitoring and evaluation frameworks and evaluation of program activities.
- Support descriptive and inferential statistical analysis using project or program data.
- Advance various other specific projects assigned as opportunities arise based on programmatic needs and the applicant's interests.
- Coordination, preparation, and execution of in-person and virtual events.

Project Benchmarks:

- By the end of the first month, the GA will have an introduction to global mental health programming within RCMHCP and design a work plan for the academic year in close communication with staff that helps meet desired program and learning objectives.
- By months three to four, the GA, in collaboration with staff, will have identified a possible programming, knowledge, or research/evaluation product to be developed out of RCMHCP efforts and a strategy to produce the deliverable by the end of the assistantship.
- By the end of the nine-month period, the GA will have in-depth experience with global mental health and familiarity with RCJF, public policy, and caregiving.

Project Deliverables:

- Project progress reports and status updates
- Quantitative data analysis outputs
- Toolkits for projects across the GMH portfolio
- Literature summations, presentations, reviews, and manuscript drafting, where relevant
- End-of-project presentation and summary report that includes recommendations for future programming and/or research

Qualifications:

- Currently enrolled as a graduate or doctoral student.
- Coursework/fieldwork in relevant topics; familiarity with quantitative research methods, epidemiology, program evaluation, and data analysis or marketing/communications.
- A 20-hour-per-week commitment for a period of 9-12 month

Public Policy

The Rosalynn Carter Mental Health and Caregiver Program's Public Policy pillar is seeking a highly motivated and mission-driven Graduate Assistant (GA) to support policy research, analysis, and publication development across our priority areas. These priorities include mental health parity, behavioral health payment and coverage reform, school-based and youth mental health, crisis response and diversion/deflection policy, and caregiver support.

The GA will work closely with Public Policy staff—including program leadership, policy associates, and the senior advisor—to produce high-quality research and written products that inform policy strategy at the state, regional, and national levels. This position is ideal for a graduate student interested in applied policy research, legislative and regulatory strategy, systems reform, and translating complex public policy issues for diverse audiences.

Position Overview and Key Responsibilities:

The Graduate Assistant will contribute to a broad portfolio of work supporting the Public Policy pillar's research, advocacy, and communication efforts. Core responsibilities will include producing policy briefs, issue overviews, landscape scans, fact sheets, internal memos, and components of larger policy publications that advance the program's strategic goals.

Depending on the student's experience and interests, the GA may also support convenings, track legislation or regulatory activity, analyze federal rulemaking, and assist with the development of stakeholder education materials.

Research & Analysis

- Conduct policy research on priority areas including mental health parity, coverage/payment reform, youth mental health systems, crisis response alternatives, and caregiver support.
- Perform landscape scans of state and federal policy activity, including legislative trends, regulatory updates, and implementation barriers.
- Identify and synthesize best-practice models, evidence-based interventions, and comparative analyses across states or regions.
- Review and summarize academic literature, government reports, and policy documents.

Writing & Publication Development

- Produce written products such as policy briefs, issue summaries, internal memos and talking points, reports, and convening summaries.
- Develop annotated outlines and draft research proposals/work plans as needed.

- Ensure all written products meet professional standards in clarity, accuracy, structure, and narrative cohesion.

Program Support

- Assist with preparation for policy convenings, roundtables, and stakeholder meetings, including background materials and analysis.
- Support data gathering and documentation for strategic planning, grant reporting, and evaluation purposes.
- Attend weekly public policy check-ins to review progress and refine research outputs. -ins to review progress and refine research outputs.

Qualifications:

- Currently enrolled graduate student who has completed at least two semesters of relevant coursework.
- 10–20 hours per week commitment for 9–12 months.
- Strong research, analytical, and writing skills, with the ability to translate complex policy issues into clear, accessible language.
- Self-starter with the ability to work independently and manage multiple tasks. -starter with the ability to work independently and manage multiple tasks.
- Demonstrated interest in behavioral health policy, health systems, health equity, or related public policy fields.
- Familiarity with legislative processes, regulatory environments, or health policy.
- Experience with qualitative or quantitative research methods is a plus.
- Ability to communicate effectively with a range of stakeholders and contribute to collaborative, cross-disciplinary projects. -disciplinary projects.

Preferred Qualifications:

- Coursework in public policy, public health, law, political science, or related fields.
- Experience working on mental health, social determinants of health, or caregiving issues.
- Interest in implementation science or evaluation methodologies.
- Experience producing policy briefs, memos, or issue analyses.