

PROGRAM ASSOCIATE FOR INTERNATIONAL SECURITY & ENERGY POLICY PROGRAMS

The American Academy of Arts and Sciences, an international learned society and policy research center with headquarters in Cambridge, Massachusetts, seeks a Program Associate to support its work on issues of Science and Global Security. The Academy's Committee on International Security Studies has undertaken a major integrative project on the global nuclear future and energy policy. This is a unique opportunity for a highly motivated individual to play a role in significant intellectual projects involving some of the country's most outstanding scholars and practitioners. The Program Associate may also work on other projects.

The Program Associate will:

- Provide research support for the Academy's Committee on International Security Studies and other related Academy projects;
- Work with Academy Fellows and senior staff to identify and develop new projects;
- Organize conferences and symposia;
- Edit research papers and publications;
- Help raise funds to support projects from foundations and other sources;
- Maintain general administrative oversight of the program, including supervision of Program Assistants and other Academy staff working in this area.

The ideal candidate will have:

- A Ph.D. or other relevant degree, with demonstrated interest in and knowledge of international relations; issues of international security and nuclear nonproliferation; and related energy issues;
- Familiarity and experience with current policies and scholarship in international affairs and security policy;
- At least three years relevant experience in academic or project administration, and an interest in a career in international policy research;
- Excellent writing skills and communication skills;
- Successful grant writing experience;
- Ability to work collaboratively and effectively in a team environment.

Salary will be commensurate with relevant experience. For further information about the Academy and to submit an application, please visit our website at <http://www.amacad.org>. The Academy cannot offer visa sponsorship for this position.