

# Staff Opening — CCC Research Assistant

The [Department of National Security Affairs](#) at the [Naval Postgraduate School](#) is currently hiring research assistants to provide support to the [Center on Contemporary Conflict](#) and National Security Affairs Department staff.

Duties will consist of administrative, research, and project management tasks in support of events and projects concerning world politics and economics, global military issues and capabilities, homeland security, the proliferation of weapons of mass destruction, and U.S. defense policy. Many projects require international travel.

## **Position Overview:**

RA appointments typically last two and one-half calendar years. After beginning employment, CCC RAs are able to concurrently enroll in NPS masters-level classes in the Department of National Security Affairs. RAs receive standard federal employee benefits and are subject to annual contract renewal based upon performance reviews, Center needs, academic progress, and funding levels.

Projects are assigned by the Center's Program Manager with individual project taskings from the respective project principal investigator (PI) on the NSA faculty. Assignments will take into account RAs' academic interests and expertise, although workload and center needs take precedent in making assignments. RAs often work on several projects, and with multiple PIs, at a time. Total weekly work hours will vary with event dates and project deadlines. RAs provide Center surge support when needed on conferences or quick turn tasks. New RAs will join a team of RAs currently supporting CCC-affiliated faculty.

## **Responsibilities include:**

- Plan for and coordinate academic workshops and events, to include communications, logistics, budget management, and grants and contracts
- Keep organized records of project logistics and developments
- Provide project reports to the PI, Program Manager, and Director as requested
- Perform research as well as assist PIs in writing and editing working papers, abstracts, conference proposals, and reports
- Assist PIs in generating PowerPoint presentations for use in public relations and at conferences
- Other duties as assigned

## **Skills and Experience required:**

- A Bachelor of Arts degree in a related field with at least a 3.5 GPA. Those already possessing a Master's degree will not be considered.
- Previous involvement with and knowledge of international affairs and U.S. and foreign security issues

- Experience in writing and editing publications and PowerPoint presentations
- Strong communication, time management, and organizational skills to facilitate deadlines and surges in work
- Experience with project management programs such as Excel and SharePoint is desired

**Instructions:**

The ongoing consideration of applications will begin immediately. Two positions will be filled as soon as January 2012.

Applicants should submit a resume, college transcript (unofficial is fine), brief writing sample, dates of availability and contact information to Meghan Rasmussen at the Center for Contemporary Conflict ([mdrasmus@nps.edu](mailto:mdrasmus@nps.edu)). We also request three letters of recommendation from past/current employers or past/current professors who can speak to your abilities as a student and as an independent worker. Applicants must be U.S. citizens and able to obtain a security clearance.

The Naval Postgraduate School is an Equal Employment Opportunity Employer.