

**Staff Associate (Officer of Research), Fellow for Technology and Policy
School of International and Public Affairs, Columbia University**

Applications are sought for a Staff Associate for the Tech and Policy Initiative at Columbia University's School of International and Public Affairs (SIPA).

The position (called a 'Fellow for Technology and Policy') will play an important role in supporting a major research and outreach initiative at SIPA, funded in part by Carnegie Corporation of New York City. The initiative advances SIPA's role as a hub for multi-disciplinary research and thought leadership on crucial policy issues regarding cyber-security, internet governance and the digital economy, with a special emphasis on bridging the gap between academia and policy experts in the public and private sectors.

The position will report to the Dean and Associate Dean for Academic Affairs. The selectee also will collaborate with faculty and senior fellows engaged in the initiative.

Primary responsibilities include, in consultation with the Dean, Associate Dean and senior fellows/faculty, assisting in the design and support of policy-relevant research and dialogue focusing on internet governance, cyber security and the digital economy. Specific responsibilities include:

- Assisting in the development of and refining of research topics;
- Identifying and engaging relevant experts/partners in academia and the public and private sectors;
- Designing and organizing the annual Global Digital Futures forum, university-wide symposia, working groups, panels and other activities;
- Overseeing the production of research papers and preparation of policy-relevant research summaries;
- Designing and maintaining an active dissemination strategy for knowledge produced through the initiative, including a website, videos and workings papers;
- Overseeing Carnegie grant spending including budget and reimbursements.

The position requires substantive knowledge and interest in the fields of cyber-security, internet governance and digital technology; demonstrated experience organizing outreach activities, such as conferences or meetings; strong communication skills, including writing. Preferred candidates will be self-motivated, flexible, diplomatic, creative, trustworthy, a good team player, and able to work effectively in a fast-paced environment.

The appointment will be for one year and is renewable, subject to mutual agreement.

Applications will be reviewed beginning immediately and until a suitable candidate is identified. Please visit our online applications site at:

<https://academicjobs.columbia.edu/applicants/Central?quickFind=62860>

for further information about this position and to submit your application.

Screening of the candidates will begin immediately and the search will remain open until filled. For further information, please contact Joe Chartier, Academic Department Administrator, School of International and Public Affairs, at jc3317@sipa.columbia.edu.

Columbia University is an Equal Opportunity/Affirmative Action employer. The search committee is especially interested in candidates who, through their research, teaching, and/or service, will contribute to the diversity and excellence of SIPA's academic community. Applications from women and underrepresented minorities are strongly encouraged.