



National Council for Science and the Environment

Improving the scientific basis for environmental decisionmaking

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POSITION ANNOUNCEMENT

Research Assistant, Center for Environmental Education Research (CEER)

National Council for Science and the Environment (NCSE)

Overview:

The Research Assistant supports all activities of the Center for Environmental Education Research. The center conducts ongoing research to advance understanding of the rapidly evolving fields of interdisciplinary environmental, sustainability, and energy education. Activities include developing national and international research reports, writing publications for academic journals and other publishing venues, presenting at national and international conferences, and performing higher education consulting services.

CEER's research reports are targeted to higher education administrators, educators, policy makers and students and are provided as benefits for members of NCSE's Affiliate Programs.

Responsibilities:

- Assists the CEER Director with production and delivery of research and consulting reports, funding proposals, scientific and related publications, and meeting/conference presentations. Includes writing, copy-editing and creation of visuals including tables, graphs, figures and maps.
- Interacts with higher education consulting clients and current and prospective NCSE member universities, college and community colleges program leaders and faculty.
- Supports CEER surveys and research data collection and analysis. Includes survey creation, data coding and screening, statistical analyses, and literature review.
- Organizes and maintain CEER databases, bibliographic database, and other files and materials.
- Prepares communication and marketing materials for CEER. Maintain CEER content on the NCSE website.
- Support other NCSE staff and programs as needed. Other relevant duties as assigned.

Qualifications:

- Bachelor's degree in natural or social science field; preferably environmental studies, environmental science or sustainability.
- Developed research skills, planning and organizing skills, analytic problem-solving skills, and creativity.
- Excellent oral and written communication and interpersonal skills. Copy-editing experience is a plus.
- Basic knowledge of social science statistical analysis methods and proficiency in statistics software (SPSS experience preferred).
- Strict attention to detail and thoroughness.
- Demonstrated ability to meet specific deadlines and handle multiple tasks.
- Ability to effectively train and supervise interns (management, teamwork, and employee development skills).

To Apply:

Interested applicants should send cover letter, resume and writing sample to Dr. Shirley Vincent at svincent@ncseonline.org.

Salary commensurate with a beginning level position, with opportunity for advancement.

About NCSE:

The National Council for Science and the Environment (NCSE) is a non-profit organization located in Washington, DC, which works to improve the scientific basis of environmental decision-making. NCSE specializes in bringing together diverse institutions and communities, including research, education, environmental and business organizations as well as government agencies, to make science relevant to real-world decisions on critical environmental challenges. NCSE operates programs in the following strategic areas:

- Strengthening education and career development;
- Organizing the National Conference on Science, Policy and the Environment;
- Developing science solutions; and
- Advancing science-based policy for the environment.

For more information on NCSE, visit www.NCSEonline.org.

The National Council for Science and the Environment is an equal opportunity employer.