

Research Assistant
Stanford Center for Ocean Solutions

Sustainable Ocean Economies Initiative

Are you interested in the intersection of ocean science and policy and want to be part of building solutions for current and future ocean issues? If so, the Stanford Center for Ocean Solutions, an initiative of the Stanford Woods Institute for the Environment, invites you to apply as a Research Assistant to enhance our research capacity within a collaborative initiative with the Palau International Coral Reef Center to distill social-ecologic information relevant to the full implementation of the Palau National Marine Sanctuary.

The [Stanford Center for Ocean Solutions](#) (COS) catalyzes research innovation and action to improve the health of the oceans for the people who depend on them the most. COS capitalizes on Stanford's broad expertise in ocean science and in the many other disciplines crucial to developing ocean solutions including engineering, computer science, political science, design and business. Our core team of researchers and fellows partner with other research institutions, national and international non-governmental organizations, businesses and governments, as well as established and emerging leaders in the data revolution.

Job Description & Duties

The primary responsibility of the Research Assistant is to support the Research Manager, Research Analyst, and existing Research Fellows through research, synthesis, writing, referencing, and organizing.

Other tasks include:

- Assist with project research, analysis, and synthesis
- Edit, organize, and archive written work products
- Join calls and discussions with working group partners, taking notes as needed
- Conduct targeted research and writing assignments on discrete components of the report to the President of Palau
- Aid in developing and refining figures, graphics, and narratives to convey targeted messages for report
- Research and synthesize content relevant to broader work in Micronesia

Qualifications

We seek a self-starting graduate student or recent masters-level graduate with the following interests and experience:

- Strong interest in ocean science and policy and/or fisheries management
- Strong communication and technology skills
- Detail-oriented, self-starter working methods
- Ability to work independently, while also knowing when to seek guidance
- Attention to detail in organizing research and work products
- Broad policy analysis, writing, and referencing experience
- Some cartography, graphic design, and figure production experience is preferable, familiarity with the Adobe Suite (particularly Illustrator and InDesign) and ArcGIS is highly preferable
- Experience in (or familiarity with) the Republic of Palau or broader region of Micronesia is preferable
- Enthusiasm about unpacking wicked problems

Hours

This position requires a 3-month commitment of 8–16 hours per week, beginning in mid-September and ending in mid-December. As this position involves connecting with international communities, some limited early evening or morning hours may be necessary.

Location

This position will be based at the Center for Ocean Solutions office at Stanford University (Palo Alto) or Hopkins Marine Station (Monterey). Some work can be done remotely, yet an essential function of the position is to be available for regular in-person meetings.

Start Date: September 2019

To apply: Please email 1) a letter of interest providing background on your experience and applicable skills; 2) a resume outlining your education and professional experience; and 3) contact information for three references to: Eric Hartge, Research Development Manager, Stanford Center for Ocean Solutions: ehartge@stanford.edu.

Deadline: August 16, 2019