

Research Assistant

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 for our Sustainable Ocean Economies initiative.

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 for the Sustainable Ocean Economies Initiative is to support the Research Manager, Research Analyst, and existing research staff through research, synthesis, writing, referencing, and organizing for a range of projects in the western Pacific Ocean.¹

Specific tasks include:

- Assist with project research, analysis, and synthesis
- Edit, organize, and archive written work products
- Join calls and discussions with collaborative project partners, taking notes as needed
- Conduct targeted research and writing assignments on discrete components of ongoing projects
- Research and synthesize content relevant to new opportunities in the Republic of Palau and the broader region of Micronesia

¹ See project descriptions on the [Sustainable Ocean Economies](#) and [Small-Scale Fisheries & Tech](#) initiative webpages.

Qualifications

We seek a self-starting undergraduate or graduate student at Stanford University 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
- Thorough experience with Microsoft Suite (doc, ppt, excel), Google Suite (drive, docs, slides, sheets), as well as some experience with Adobe Suite is preferable (InDesign, Illustrator, Photoshop)
- Experience in (or familiarity with) the Republic of Palau or broader region of Micronesia is preferable
- Enthusiasm about unpacking wicked problems

Start Date and Working Hours

This position is targeted for 8–15 hours per week, between February 1 through May 31, 2022. Start date and working hours are negotiable. Compensation will be commensurate with experience following Stanford’s student wage guidelines.

Location

This position will be based at the Center for Ocean Solutions office at Stanford University (Palo Alto). Some work can be done remotely, yet an essential function of the position is to be available for intermittent in-person or virtual meetings. The in-person, remote, or hybrid work distinctions will follow Stanford University’s current COVID guidance.

To apply

Please email the following materials to applywithcos@stanford.edu and include “COS SOE Research Assistant Application” in the email subject line. Applications will be reviewed on a rolling basis beginning on January 20, 2022. The position will remain open until filled.

- 1) Letter of interest providing background on your experience and applicable skills
- 2) Resume or CV outlining your education and professional experience
- 3) Contact information for three references

Stanford is an equal opportunity employer and all qualified applicants will receive consideration without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, or any other characteristic protected by law.