



Associate Director, Washington, DC Office  
Consortium for Science, Policy and Outcomes  
Arizona State University

The Consortium for Science, Policy and Outcomes at Arizona State University (CSPO-ASU) seeks an Associate Director for the Washington, DC office to help implement an agenda of science policy analysis, engagement, and education applicable to a broad range of critical social policy challenges. The incumbent will assess opportunities across the policy community in the Washington, DC area, developing relationships with key science policy actors, to design and manage the Washington, DC office-based projects. Duties include: participating in the development of the intellectual, outreach, and educational agenda of the CSPO-DC office; working with the co-directors to develop and strengthen links with federal agencies, Congress, NGOs, and other groups to facilitate and carry out collaborative projects; communicate CSPO's ideas and vision; identify potential new resources and collaborators; work with CSPO faculty, researchers, students, and staff to develop new research and education projects that advance the CSPO mission (see [www.cspo.org](http://www.cspo.org)); oversee and manage ongoing projects; coordinate educational activities including workshops, internships, and courses to be carried out by CSPO-DC; develop and coordinate outreach activities such as press briefings, stakeholder workshops, agency outreach strategies; develop outreach materials such as Congressional testimony, press releases, and op-ed pieces; oversee and organize events hosted by CSPO-DC; hire, supervise, and evaluate CSPO-DC staff employees; supervise students and interns at CSPO-DC; develop and implement funding strategies; write funding proposals; identify and develop new sources of funding; manage the CSPO-DC budget, in collaboration with the AD of CSPO-AZ; prepare financial and grant reports; ensure compliance with ASU and CSPO policy and procedures; help ensure maximum possible integration of CSPO-AZ and CSPO-DC activities.

This position is located in CSPO's Washington, DC office.

DAYS AND SCHEDULE: Monday-Friday 9:00AM-6:00PM to include some travel and some evening and weekend hours. See [www.asu.edu/asujobs](http://www.asu.edu/asujobs) (staff positions) **Job Opportunity #22619**.

**Minimum Qualifications**

Bachelor's degree in a field appropriate to the area of assignment and seven (7) years of related administrative experience, including four (4) years of supervisory experience; OR, Eleven (11) years of related administrative experience, including four (4) years of supervisory experience; OR, Any equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved.

**Desired Qualifications**

Masters or PhD Degree in a related field; Experience working in a Senior Management role with science, science policy, public policy, or research and development; Experience working with: managing/supervising personnel; project/program management; budget execution; excellent verbal and written communication skills; Advanced knowledge of: science and technology policy and its practical implications (i.e., knowledge of the science policy community and their roles (federal, non-governmental, private)); Demonstrated knowledge of: the history of how science and technology policy has factored into the fulfillment of (or failure to fulfill) society's broader social goals.

## **About CSPO and ASU**

The Consortium for Science, Policy and Outcomes (CSPO) at Arizona State University is an independent unit in the College of Liberal Arts and Sciences at Arizona State University, with university-wide faculty appointments, faculty affiliates, staff, programs and projects. CSPO is an intellectual network aimed at enhancing the contribution of science and technology to society's pursuit of equality, justice, freedom, and overall quality of life. The Consortium creates knowledge and methods, cultivates public discourse, and fosters policies to help decision makers and institutions grapple with the immense power and importance of science and technology as society charts a course for the future. More information about CSPO is available at [www.cspo.org](http://www.cspo.org).

CSPO's Washington DC office opened in July 2008 to enhance our presence in the national science policy arena, including expanding opportunities for CSPO faculty, professional staff, and students to spend time in DC pursuing research, education, and outreach activities; developing a range of education and research activities aimed at taking advantage of the opportunities offered by the DC environment, including workshops, symposia, short courses, internships, and fellowships for ASU students and faculty; conducting outreach activities to move CSPO ideas, tools, and results into S&T policy decision processes; and building networks of allied organizations and institutions to advance research and public discourse on key issues such as climate change and governance of emerging technologies, and to more generally increase the effectiveness of science and technology policy for achieving desired social goals.

The new Washington, DC office will be expanding and applying the expertise of the Consortium to evolving national level science and technology policy. CSPO will undertake projects designed to stimulate actionable ideas for public and private investments in research, technology innovation, and outreach essential to evolving challenges to human well-being. Themes include sustainability, technological choices and pathways (including energy innovation systems), and health and environmental research investments and social choice. The work environment will be dynamic, demanding, and fast-paced; it presents a challenging opportunity for involvement in projects across a wide range of policy issues related to science and technology.

Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 67,000 students in metropolitan Phoenix, Arizona, the nation's fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe. Arizona State University is an Equal Opportunity/Affirmative Action employer.

## **Background Check**

ASU conducts pre-employment screening for all positions which includes a criminal background check, verification of work history, academic credentials, licenses, and certifications.

## **Instructions to Apply**

Application deadline is 11:59pm Arizona time on Friday, July 17, 2009. Only electronic applications for Job Opportunity #22619 through [www.asu.edu/asujobs](http://www.asu.edu/asujobs) are accepted for this position. Complete required information and attach cover letter, resume, writing sample, and the names, addresses and phone numbers of three professional references. REQUESTED MATERIAL MUST BE IN ONE ATTACHMENT. If you need assistance applying for this job, please contact our customer service center at 480-965-2701.