

Hellman Science and Technology Policy Fellowship

As part of the Academy's Initiative for Science, Engineering, and Technology, the Hellman Fellowship in Science and Technology Policy provides an opportunity for an early-career professional with training in science or engineering to learn about a career in public policy and administration. While in residence, Hellman Fellows work with senior scientists and policy experts on critical national and international policy issues related to science, engineering, and technology.

Hellman Fellows contribute to new and ongoing projects under the Academy's Initiative for Science, Engineering, and Technology. The studies explore how science and technology are evolving, how to help the public understand those changes, and how society can better adapt to those changes. The Initiative convenes leading scientists and public policy experts from both academia and industry to advance critical thinking about the evolving landscape for scientific research.

The Hellman Fellowship program has three objectives:

- To support and guide an early-career professional who wants to develop expertise on issues of science, engineering and technology policy;
- To increase the number of science-policy professionals who are engaged in substantive discussion of science and engineering research questions, with a broad understanding of their social implications; and
- To expand the scale of Academy projects and studies focused on challenges facing scientific research and science education.

Major Areas of Responsibility:

- Work with Academy Fellows and staff to carry out policy and academic studies;
 - Draft and edit reports for internal use and external audiences, including workshop proceedings, white papers, policy briefs, and online content;
 - Gather, synthesize, and edit research findings and technical data;
 - Assemble committees of experts from inside and outside the Academy's membership and provide guidance and support to those committees and advisory groups in the conduct of their work;
 - Develop agendas and multimedia presentations for committee meetings and project workshops and draft meeting summaries;
 - Work with the Program Coordinator for Science, Engineering, and Technology to prepare and distribute conference materials and provide on-site staff support.
 - Design and organize outreach activities to communicate the findings and recommendations from Academy studies to external audiences; and
 - Draft and edit grant proposals and progress reports.
- Work closely with the John E. Bryson Director of Science, Engineering, and Technology Programs and the Academy's Program Advisory Committee for Science, Engineering, and Technology to develop new projects in this area;

- Work with the John E. Bryson Director of Science, Engineering, and Technology to identify professional development opportunities to advance the Fellow's knowledge and skills relevant to the field of science and technology policy;
- Help expand the profile of the Academy and its audiences within the academic and policy communities;
- Assist in the development and implementation of member engagement initiatives as requested;
- Assist with executive briefings, presidential remarks, and speeches;
- Other duties as assigned

Fellowship Eligibility:

- Applicants must have a Ph.D. in an area of science or engineering and have some experience or a demonstrated interest in an area related to science and technology policy. The Ph.D. must be conferred prior to starting the position.
- Strong writing, organizational, and interpersonal skills are desired.
- Candidates must be eligible to work in the United States without Academy sponsorship.

Qualifications:

- Excellent written and oral communications skills, including an ability to synthesize and summarize research findings and recommendations to a variety of audiences.
- Strong attention to detail and excellent organizational and event-management skills.
- Ability to display initiative and follow-through skills.
- Ability to comfortably and professionally interface with a wide range of constituents, including Academy members, staff, and the public at large.
- Ability to learn quickly, prioritize tasks, and work accurately under pressure.
- Ability to creatively problem-solve and be flexible to work in a changing environment.

Terms: The appointment is for a one-year term, which can be renewed for a second year upon a positive performance review.

Reports to:

John E. Bryson Director of Science, Engineering, and Technology Programs

Application: Applications for the 2019-2020 Fellowship will be available in October of 2018, with a deadline of Monday, January 7, 2019. **Please apply using this Wufoo form:**

<https://amacad.wufoo.com/forms/reu2i651a90uvr/>