The Potomac Institute for Policy Studies is seeking a highly qualified technical PhD interested in translating science and technology into policy. The selected candidate is expected to read and assess technical literature, write technical material for a non-technical audience and provide policy recommendations based on thoughtful analysis of science and technology. As a part of our team, the candidate should possess the ability to research related topics and create consolidated material to present to the team and customers, identify trends in science and technology, conduct operational and technical analyses. Candidates will develop strategy and perform organizational planning for customers. This position requires hours of reading, lots of writing, and deep thinking about the impact of science and technology on society.

The selected candidate will be working in a creative, fast-paced environment, interacting with scientists and political scientists alike from various technical and non-technical backgrounds. The position involves team-oriented execution of time-dependent projects and research. The candidate must have excellent interpersonal skills and must be organized with data collection, meeting presentations, and written material. Performs other duties as required and assigned.

Requirements:

- Technical PhD with 0-2 years experience.
- Working well in teams and individually on projects, papers, and products.
- Proficiency in MS Office products.
- High level of initiative, independence, and ability to work unsupervised.
- Excellent interpersonal communication skills. Ability to effectively interact with an interdisciplinary team.
- Active participation at meetings with technical and non-technical personnel.

The Potomac Institute for Policy Studies is an independent, 501(c)(3), not-for-profit public policy research institute. The Institute identifies and aggressively shepherds discussion on key science and technology issues facing our society. From these discussions and forums, we develop meaningful science and technology policy options and ensure their implementation at the intersection of business and government.