



Job Announcement

Project Manager & Research Assistant

The Hastings Center seeks applicants for the position of Project Manager & Research Assistant, beginning in the summer of 2016.

Job Description: At the Hastings Center, the Project Manager & Research Assistants provide support to our projects and research scholars. They have the opportunity to engage with all aspects of our work, to meet and work with leaders in the field, and to develop a deep familiarity with a wide range of bioethics issues. In their Project Manager capacity, they coordinate, schedule, and manage records related to research projects and collaborations. Research Assistant responsibilities include journal screening, literature and web-based searches, document retrieval, bibliographic and citation services, preparation of detailed summaries of research project meetings, assistance with preparation of scholarly publications and presentations, and other research support. The successful candidate will be trained by and work alongside the other Project Manager & Research Assistant. In addition to the formal duties of the position, our Project Manager & Research Assistants have the opportunity to submit abstracts to academic conferences, contribute to [Bioethics Forum](#), and seek publication of their own scholarly work.

Qualifications and key competencies: A Bachelor's or Master's degree; excellent oral and written communication skills; excellent organizational skills; familiarity with the Microsoft Office suite and citation management software as well as online bibliographic and document retrieval tools; ability to manage multiple ongoing tasks; willingness to work creatively and collaboratively in an interdisciplinary environment, as well as either familiarity with or a willingness to learn project management software. Training or experience in bioethics is highly desirable. Candidates must already have the right to work in the U.S. (e.g. they must be U.S. citizens or permanent residents).

Application Components (in PDF or DOC formats):

- Letter of application describing your background and interest in the position
- Resume or CV
- Writing sample, preferably related to bioethics
- Transcript of undergraduate and graduate, if applicable, work (an internal transcript is acceptable)
- Names and contact information for two references

[Apply Here](#). Applicants will be contacted regarding phone and on-site interviews.

Application deadline: Sunday, March 13, 2016 at 11:59 PM EST.

For questions relating to this search, please write to researchassistants@thehastingscenter.org.

The Hastings Center offers its employees health insurance, generous vacation, sick leave or personal time, and holidays. The Hastings Center is an equal opportunity employer, committed to building a diverse staff and creating an inclusive environment for all employees.

The Hastings Center is an independent, nonprofit, nonpartisan institution that since 1969 has been a leader in research, education, and policy recommendations on the ethical and social impact of advances in medicine, health care, and biotechnology. We are located in Garrison, New York, 50 miles north of New York City. For more information about The Hastings Center, visit www.thehastingscenter.org.