

JOB ANNOUNCEMENT

The Hastings Center Research Assistant

The Hastings Center seeks applicants for the two-year position of Research Assistant, beginning in late summer/early fall 2008.

The Center's two Research Assistants provide research support for Center projects and professional staff. This includes journal screening, literature and web-based searches, document retrieval, and preparation of detailed summaries of research project meetings. The Research Assistants also provide some administrative support to the research department and bibliographic and other services for Center publications, including the Center's website and [Bioethics Forum](#). Research Assistants also provide research and administrative support to the Center's new initiative, [Bioethics and the Public Interest](#), to build the Center's capacity to respond rapidly to issues and to serve policy makers, journalists, and opinion leaders.

Qualifications and key competencies include: a bachelor's degree; good oral and written communication skills; familiarity with word-processing applications and citation management software; online bibliographic and document retrieval tools; flexibility in managing multiple ongoing tasks; the ability to work creatively and collaboratively in an interdisciplinary environment; and a background and interest in interdisciplinary bioethics research. The position is usually filled by a recent undergraduate – graduate, post-graduate, or advanced/professional degree holders will not be considered for the position.

To apply, please send: a letter of application describing your background and interest in bioethics; a resume or CV; a writing sample, such as a research paper (preferably 2-8 pages in length); an official transcript of all undergraduate work; and names and contact information for two references. Send all materials to: jobs@thehastingscenter.org and/or Research Assistant Search, The Hastings Center, 21 Malcolm Gordon Road, Garrison, NY 10524.

Application deadline: **Friday, March 28th, 2008.**

The Hastings Center offers its Research Assistants a competitive salary, health insurance, and generous vacation, sick leave, and holiday schedules. The Hastings Center is an equal opportunity employer, actively 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. The Center is located in Garrison, New York, 50 miles north of New York City. For more information about The Hastings Center, visit: www.thehastingscenter.org.