



Job Opening: Project Manager-Research Assistant

The Hastings Center, a nonprofit that researches social and ethical issues at the intersection of health, science, and technology, seeks applicants for the full-time Project Manager-Research Assistant position to begin Summer 2024.

Job Description: The Hastings Center's Project Manager-Research Assistants (PMRAs) support the projects and work of our Research Department, and provide occasional support for the Center's public-facing and educational initiatives. PMRAs have the opportunity to engage with all aspects of Hastings scholarship, meet and work with leaders in the field, and develop a deep familiarity with a wide range of ethical and policy issues in health, medicine, science, and technology. Current projects address ethical issues in genetics, aging, community health, neuroscience, health equity, and disability rights, among other areas. The position begins Summer 2024 (exact start date to be negotiated). This position is currently hybrid, with employees required at our Garrison campus in person two days each week, although this provision is subject to change.

As Project Managers: PMRAs coordinate activities, schedule meetings, and manage records related to Hastings Center research projects and collaborations. PMRAs take notes at internal meetings, track project deadlines and deliverables, and support dissemination of findings.

As Research Assistants: PMRAs assist with proposal development, perform literature searches, create and manage databases, conduct interviews, prepare detailed summaries of meetings with external collaborators; assist with preparation of scholarly publications and presentations; and provide other research support as requested.

The successful candidate will work closely with members of the Research Department, including our Research Scholars, other PMRAs, and our Administrative Assistant, and will report to our Research Associate and the Director of Research. They will also work with the Director of Communications and the Chief Strategy and Advancement Officer to enhance the impact of Hastings' research. PMRAs may be asked to take on additional tasks as needed, such as assisting with technology and coordination needs for online and in-person events. In addition to the formal duties of the position, PMRAs have opportunities to submit abstracts to conferences and seek publication in journals and The Hastings Center's [Bioethics Forum](#).

Qualifications: A bachelor's degree is required. A master's degree or equivalent work experience is a plus.

Key Competencies: Excellent oral and written communication skills; excellent organizational skills; strong attention to detail; familiarity with the Microsoft Office suite; ability to manage multiple ongoing tasks; ability to take initiative; and willingness to work creatively and in close collaboration with others. Ability to do a range of different kinds of work, including time-intensive tasks. Familiarity with citation management software like Zotero is useful; Training in or experience researching social or ethical issues in health, science, and technology (for example, campus organizing or classes in public health, biomedical science, philosophy, sociology, health or public policy, science and technology studies) is helpful but not required. Experience with conducting qualitative research is a plus. Candidates must already have the right to work in the U.S.

Application Components (in PDF format):

- Letter of application describing your background and interest in the position. (Two pages maximum.)
- Resume or CV
- Writing sample that is no more than 4000 words. (This may be an essay written for a class or portion of a thesis, but it need not be graded work. A column or blog post would also suffice.)
- Names and contact information for two references. Applicants will be notified before references are contacted.

[Apply online here.](#) Applicants will be contacted regarding interviews.

Application Deadline: April 2nd, 2024 at 11:59 PM EST.

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

The salary for the Project Manager-Research Assistant position is 50K. The Hastings Center offers health insurance as well as generous vacation, sick leave/personal time, and holidays. The Hastings Center is an equal opportunity employer, committed to building a diverse staff and creating an inclusive and supportive environment for all employees. Candidates with backgrounds or from groups underrepresented in bioethics are especially encouraged to apply. All employees of The Hastings Center must be fully vaccinated against Covid-19 and provide proof of vaccination.

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 health, science, and technology. We are located in Garrison, New York, 50 miles north of New York City. For more information visit www.thehastingscenter.org.