Purdue University is currently seeking applications for a Senior Policy Associate in our Global Affairs area.

Description

Serve as a resource person for university efforts at informing policy in the nation and around the globe. Lead efforts in creating a venue for interdisciplinary, evidence-based collaboration in policy-relevant research and education involving faculty, staff and students. Grow capacity for timely analysis with briefings, policy courses, conferences and symposia. Assist the Chief Global Affairs Officer in developing effective methods to project Purdue's influence in global policy-making based on Purdue's strengths and research priorities.

Qualifications

Required:

• Bachelor's degree.
• Three years of experience working in an interdisciplinary research university environment along with demonstrated excellence in program development execution in the policy arena.
• Organizational development and team-building skills.
• Ability to develop education programs and counsel students.
• Skills to help with development efforts along with ability to assist with coordination of internal and external communications.
• Ability to organize conferences and workshops along with demonstrated knowledge of federal and other funding and policy-related agencies and the ability to build new relationships with these.
• Experience and skills with developing and maintaining global relationships.
• Demonstrated self-starter and simultaneously possess an attitude of service and being a team-player.
• Ability to assist, and if asked by the Chief Global Affairs Officer, to lead efforts in grant proposal development and coordination.
• Ability to carry out policy and student engagement activities and assist with research and educational activities.
• Ability to prepare presentations and give them in front of an audience required for various visitors, fundraising, etc.
• Skills to interface collaboratively with academic units in issues related to faculty, staff and student involvement in policy-related activities.

Preferred:

• MS or PhD in Public and Global Policy-Related areas

Additional Information:

• A background check will be required for employment in this position.
• FLSA: Exempt (Not Eligible For Overtime)
• Retirement Eligibility: Defined Contributions Immediately.
• Purdue University is an equal opportunity/equal access/affirmative action employer.

Click on the link below to apply:

http://purdue.taleo.net/careersection/wl/jobdetail.ftl?job=199900&lang=en&sns_id=mailto