

Asia Society Fellowship Opportunity

Location: New York (preferred)

Position: Junior Fellow on U.S.-China Relations, Asia Society Policy Institute (*full-time or part-time opportunities available; this role is on a 3-month, renewable contract/consultancy*)

Application Deadline: January 1, 2018

Purpose:

With a problem-solving mandate, the Asia Society Policy Institute (ASPI) is a think and do tank that tackles major policy challenges confronting the Asia-Pacific in security, prosperity, sustainability, and the development of common norms and values for the region. ASPI seeks a junior research fellow(s) to provide comprehensive research, drafting, and event support on ASPI's U.S.-China relations initiative. ASPI is open to bringing on one full-time fellow for a 3-month term who will cover both security and economic policy issues; or two part-time fellows—one who explores economic and the other security.

Responsibilities:

- Under the leadership of the ASPI President and his China Advisor, help to develop and engage in a research agenda on issues of U.S.-China relations, including but not limited to political, economic, trade, traditional and non-traditional security, social, and people-to-people issues, etc. Specific responsibilities under this rubric include:
 - Collect data from various primary and secondary sources and review for relevance to research themes;
 - Assemble data, documents, and reports;
 - Compile bibliographies and chronologies; write briefing memos; prepare notes on meetings and conferences; create and maintain spreadsheets and databases;
 - Review and update existing data and citations; fact-check, edit, and proofread publications.
 - Write and review research products, as well as provide support in the drafting of chapters, papers, opinion pieces, blog posts, presentations, and speeches on the aforementioned topics.

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- Review and provide support for other ASPI documents and publications, including the creation of transcripts; and contribute as needed to drafting project materials, concept papers, reports, and fundraising documents.
- Work with ASPI staff on the creation and execution of events and roundtables on U.S.-China bilateral relations, as well as other China-focused substantive deliverables.
- Engage in other duties as assigned.

Qualifications:

- Bachelor's degree required (preferably in international affairs, political science, or public policy). Master's degree in relevant field, such as international affairs, with a focus on the U.S.-China relationship or an area study on China is strongly preferred. Relevant research experience required.
- Must have strong academic record; outstanding research, writing, and analytical skills; demonstrated familiarity with international affairs issues.
- Fluency in written and oral English required; familiarity with Chinese a plus.
- Must be currently authorized to work in the United States.

Competencies:

- Professional competency in policy analysis, development, and engagement; conscientious and efficient in meeting commitments, observing deadlines, and achieving results; able to work independently with minimum supervision; excellent judgment, tact and discretion.
- Proven convening capacity and ability to readily connect with others and build effective coalitions to move forward an agenda.
- Ability to work successfully across time zones and with diverse constituencies, including government agencies, businesses, NGOs, and academic institutions; exceptional personal organization skills.
- Advanced research, analytical, and evaluative skills, including the ability to synthesize disparate data and diverse perspectives on emerging and/or controversial issues.
- Strong entrepreneurial spirit and ability to foster organizational development and innovation.
- Outstanding written and oral communications skills with proven ability to present information clearly, concisely, and in a timely manner.

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- Ability to use technology relevant to the job and to keep abreast of developments in the field.

How to Apply:

Please email (1) cover letter addressing qualifications and salary requirements and (2) resume to aspijobs@asiasociety.org. These attachments should be PDF or MS Word files. In the subject line of your email, please indicate the position for which you are applying. In the cover letter, please specify the relevant time commitment (full-time or part-time), and if applying for the part-time opportunity, please also indicate the relevant policy area (economic or security).

Only complete applications will be accepted. No phone calls, please. Only those candidates considered for an interview will be contacted. Please regard your resume as having been received unless your email is bounced back.

Asia Society is an equal opportunity employer.

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