



Navigating Shared Futures

Asia Society Career Opportunity

HONG KONG

HOUSTON

LOS ANGELES

MANILA

MELBOURNE

MUMBAI

NEW YORK

SAN FRANCISCO

SEOUL

SYDNEY

TOKYO

WASHINGTON, D.C.

ZURICH

Location: New York

Position: Junior Fellow, China Research

FSLA Exemption Code: Non-Exempt

SUMMARY:

The Asia Society Policy Institute is a think-and do-tank that tackles major policy challenges confronting the Asia-Pacific in security, prosperity, and sustainability. The Institute has a long-standing China focus and this year will open a dedicated China research center focused on the full range of China's economic, political, technological, and other policies and trends.

Working under the direction of the Asia Society Policy Institute (ASPI)'s China Research Center Assistant Director and Managing Director, the Fellow will conduct in-depth research and draft materials for ongoing policy projects, and write comprehensively on China.

RESPONSIBILITIES:

- Provide scholarly and program research at the request of the ASPI President and China Research Center Staff, and draft and create deliverables based on this research.
- Monitor developments in Chinese politics and economy, Chinese foreign policy, U.S.-China relations, security, technology and regional issues, and write internal briefs on these issues.
- Assist with and write issue briefs, articles, and other content for public consumption.
- Working with the ASPI team, design and execute public or private programs.
- Assist in the development of project deliverables, including presenting collected research data in visualized formats that are easily digestible.
- Other duties, as assigned.

REQUIREMENTS:



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- Qualified applicants will have outstanding academic records;
- 3-5 years' experience researching and writing on China's economy, technology sector, politics, or foreign policy;
- The ability to collect, synthesize, and present relevant quantitative data;
- The ability to work independently and in a team to implement policy projects;
- Outstanding writing skills in English;
- Attention to detail and ability to meet tight deadlines;
- Fluency in English is required, and proficiency in Mandarin is highly desirable.

ABOUT ASIA SOCIETY

Founded in 1956, Asia Society's purpose is to navigate shared futures for Asia and the world across policy, arts and culture, education, sustainability, business, and technology. We provide a platform for dialogue and encourage a diversity of views as we try to find the most effective ways forward. Headquartered in New York City, the organization has 12 other Centers around the world, a global staff of 235, and an annual global operating budget in excess of \$44m.

Asia Society is committed to creating a diverse, inclusive, and empowering workplace. We believe that engaging staff, interns, and volunteers with diverse backgrounds enables us to better realize our mission of navigating shared futures.

Asia Society offers a generous benefits package including health, dental, and vision coverage, a 403(b) retirement plan, numerous paid holidays, tuition reimbursement, self-development hours, and more. Please visit www.asiasociety.org/about/careers and click on "Employee Benefits" to view our full benefits summary

Benefit package highlights:

- An HRA plan (fully funded by Asia Society) supplements our medical plan and covers the full annual deductible.



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- After 1 year of service (1,000 hours), Asia Society contributes 6% of gross earnings to an eligible employee's 403(b) account, regardless of whether the employee makes their own contributions.
- Asia Society offers Self-Development time off, including Self-Development Summer Fridays between July 4th and Labor Day.

Asia Society is an equal opportunity employer. Women and people of color are strongly encouraged to apply.

HOW TO APPLY:

To be considered for this role, all interested applicants must submit a completed application to:

aspijobs@AsiaSociety.org.

A completed application must include:

- Resume or CV
- Cover Letter
- Salary Requirements
- Writing sample (covering any subject related to Chinese foreign policy, economy, security, domestic politics, or technology) of less than ten pages in length.)
- Include the job title in the subject line.