

Graduate Research Assistant (Summer)

GIWPS works closely with Our Secure Future to advance the Women, Peace and Security agenda. We are seeking a graduate student to support our partnership and collaborative projects. This will include supporting research, communications, and events. The expected wage for this work will be \$22 /hour, at around 15 hours/week. The expected start date is May 15, 2024, and the expected end date is August 16, 2024.

Job Responsibilities

- Research and contribute to policy briefs, research reports and blog posts on women peace and security issues, including but not limited to, National Action Plans, emerging security threats, and key U.S. policies and strategies.
- Monitor and analyze political/policy developments and trends related to the women, peace and security agenda.
- Apply a WPS lens to a project in consultation with, and under the supervision of, the director, according to the skills of the candidate.
- Assist with the preparation of webinars, workshops, and other partner events.
- Follow Hill news, legislation, and current events to support the WPS Congressional Caucus Fellow.
- Support social media engagement, including twitter and messaging campaigns.
- Write and curate 3 blogs posts.

Job Requirements & Hiring Criteria

- Undergraduate degree required, current pursuit of a graduate degree required.
- Knowledge of and passion for Women, Peace and Security, international relations, gender, policy-making, peacebuilding, conflict resolution, or related fields.
- Demonstrated research, writing, editing and analytical skills.
- Experience with social media, online engagement, or communications.
- Ability to work in a small, collaborative team environment
- Strong oral and written communication skills in English
- Excellent organizational skills, and willingness to learn
- Ability to handle sensitive and confidential information and situations, and demonstrating poise, tact, and diplomacy.
- Sense of humor greatly appreciated.

Hiring Procedure

Interested candidates should submit a cover letter and resume to Sarah Rutherford at sdr56@georgetown.edu. Inquires can also be made to this address.

Georgetown University is an Equal Opportunity/Affirmative Action Employer fully dedicated to achieving a diverse team of employees. All qualified applicants are encouraged to apply and will receive consideration for employment without regard to race, color, religion, national origin, age, sex (including pregnancy, gender identity and expression, and sexual orientation), disability status, protected veteran status, or any other characteristic protected by law.