

Director of the Duke University Science Policy Tracking Program

The Duke Initiative for Science & Society invites applications for a non-regular rank faculty instructor to teach Science Policy and to lead the Science Policy tracking website, “SciPol”. This opportunity is appropriate for individuals who are experienced in the principles and process of developing science policy who have at minimum a Master’s degree in a related field, or a PhD or JD preferred. The successful candidate will possess leadership and project management skills, in addition to a talent for public speaking, writing and communication.

The Duke Initiative for Science & Society:

The Duke Initiative for Science & Society is an interdisciplinary initiative that examines the wide-ranging and integral role of science in social institutions and culture. Science & Society integrates and fosters innovation in related research, education, and engagement at Duke by adopting a pluralistic approach to understanding how science and human endeavors intersect with a specific focus on ethical, legal, and social implications for science. For more information, visit our website at www.scienceandsociety.duke.edu.

The Duke Science Policy Tracking Website (“SciPol”):

SciPol is an unbiased public service website providing policy updates, explanation of the relevant science at issue, and opportunities for engagement in the policy-making process. Existing topical coverage includes genetics/genomics, neuroscience, nanotechnology and robotics/AI; expansion into energy is forthcoming. The site also presents broad job opportunities within Science Policy & Bioethics. SciPol seeks to provide timely and quality information to a broad audience of academics, companies, journalists, nonprofits, and policy practitioners. See www.scipol.duke.edu

Job Description

Instructional Responsibilities

- Design and teach Science Policy undergraduate courses and independent studies
- Develop course modules on Science Policy for undergraduate students for S&S classes and programs
- Develop and run a SciPol lab for students to engage in a vertically integrated experiential learning experience with SciPol as its basis. Recruit SciPol contributors for generation of original policy development briefs for the website.
- Plan and supervise the activities of teaching assistants for SciPol classes.
- Plan and supervise the educational and topical activities of post-doctoral fellows who lead the verticals on SciPol.
- Create pedagogical materials for dissemination widely to faculty

Administrative Responsibilities

- Oversee SciPol operations including the website, including developing standards, and methodologies for tracking science policy developments at the international, federal, state and local level, including legislation,

agency actions, executive orders, legal cases, industry guidelines, scientific breakthroughs, and other policy developments

- Plan for and oversee future phases of the website, including managing relationship with our web development company.
- Oversee management of the editorial review process among numerous SciPol contributors, including students, postdocs and faculty.
- Research and apply for program funding opportunities.
- Recruit new topical partners to scale-up SciPol.
- Develop methods and oversee the tracking and publication of science policy news and opportunities-to-engage on SciPol.
- Network, promote, and market SciPol to relevant stakeholders.

Job Requirements

- Masters Degree in Public Policy, Bioethics & Science Policy, or equivalent. JD or PhD in a related field strongly preferred
- 3-years work experience in Public Policy or related field
- Managerial experience

Job qualifications:

- Knowledge of public policy to track policy activity and oversee editorial quality
- Project Management skills to keep technical and editorial projects on time and on budget
- Intuitive grasp of evolving science and technologies
- Communications skills to keep management, partners, and team on track and current
- Strong verbal and writing skills for editorial duties, marketing, and grant applications
- Teaching/public-speaking skills to develop engaging curriculum for students
- Flexibility to adjust teaching, mentoring, and management styles for a variety of partners, students, post-doctoral associates, and staffers.
- Leadership to empower a highly collaborative team

Application Process

Applicants should submit a CV, contact information for three references, and a writing sample to Science and Society (Scienceandsociety@duke.edu) Your application should highlight your experience with journalism, project management, science/science communication, and overall leadership. The Subject line of the email application should read "Application 2017 Science Policy Director" and must be received no later than 5 p.m. on April 27, 2017.

