Job Description: Sr. Data Tech (aka Sr. Policy Analyst)
The Duke Initiative for Science & Society in Durham, North Carolina, invites applications to serve as a Sr. Policy Analyst in support of its new Digital Intelligence curriculum. This is a term-limited position through June 30, 2021 with a possible extension based on performance and funding available. It is intended for an individual who is interested in the ethics, policy and legal issues surrounding emerging technologies. This position requires a Bachelor’s degree and two years’ experience (or educational equivalent) in a field related to law, public policy or ethics, or in a field related to machine learning, data science, artificial intelligence, or biotechnology.

About The Duke Initiative for Science & Society
The Duke Initiative for Science & Society (“Science & Society”) fosters research, education, communication, democratic deliberation, and policy engagement on the ethical progress of science and technology in society. Science & Society takes an interdisciplinary approach, with a focus on applied ethics and policy, to advance the responsible use of science and technology for humanity.

About Digital Intelligence
In collaboration with the Center for Computational Thinking and the Office of Information Technology, Science & Society is developing a groundbreaking Digital Intelligence curriculum that considers the ethical impacts of emerging technologies. S&S Director Nita Farahany is conducting video interviews with leading technology, policy, and ethics experts discussing emerging technologies and their ethical implications. Duke students will view the episodes as hour-long classes with live discussion sections to follow. The curriculum will cover topics such as algorithmic transparency and fairness, privacy, and the future of work.

Occupational Summary
The Sr. Policy Analyst will devote 75% of their time to supporting the build out and implementation of the Digital Intelligence program, and 25% to other projects within Science & Society. Specific responsibilities include:

- **75% Researching, storyboarding, and guiding the development of specific Digital Intelligence episodes.** Under the guidance of the Faculty Lead for Digital Intelligence, the Sr. Policy Analyst will develop specific Digital Intelligence episodes. This will include:
  - Researching and writing an outline of the pertinent topics for each episode.
  - Identifying and securing interviewees from Duke, industry, legal, and NGO communities capable of discussing key issues and case studies pertinent to each episode topic.
  - Preparing the Director of Science & Society for filmed interviews with the identified interviewees.
  - Supporting the producer of the episodes in building the episodes into full, hour-long asynchronous classes.
  - Developing case studies and reading lists for each episode.
  - Leading discussion sections of the class at Duke, as appropriate.

- **25%: Science & Society projects.** As time allows, the Sr. Policy Analyst will work with S&S to support special projects, including the S&S Coronavirus Conversations series, in which
high profile guests are brought together for periodic panel discussions on law and policy issues related to the ongoing coronavirus pandemic.

**Required Skills and Experience**

- Bachelor’s degree in either or both:
  - Public policy, law, ethics or a closely related field; or
  - A field related to machine learning, data science, artificial intelligence, or biotechnology.
  - A Masters, PhD, JD, MD is preferred, but not required.

- Experience with deeply understanding and communicating complex documents (such as public policies or scientific papers) to a broad and or student audience. The candidate should have strong writing and editing abilities, as well as strong critical reading abilities.

- Ability to quickly learn about new areas of science and policy.

- Ability to quickly synthesize information from disparate sources so as to stay up-to-date on the latest trends in technology policy. Candidates must be able to critically evaluate sources and to identify common themes among those sources.

- Familiarity with using Microsoft Office, online file storage tools (particularly Box), group communication tools (particularly Slack), and video conferencing tools (particularly Zoom).

**To Apply:** Submit a resume/CV, cover letter, contact information for three references, and a writing sample. The Sr. Policy Analyst will be chosen based on demonstrated academic merit, on interest in and experience with science and technology policy and communication, and on likelihood of future success in academia or tech policy.