

Job Description: SciPol.org Sr. Data Tech, aka “Lead Policy Analyst”

The Duke Initiative for Science & Society in Durham, North Carolina, invites applications to serve as a Sr. Data Tech, aka “Lead Policy Analyst” for Duke SciPol.org. This position is intended for individuals who are interested in policy developments in science and technology policy, are passionate about communicating those developments and creating opportunities for public engagement in those policies, and who have a bachelors-level degree (BA or BS) and/or advanced degree in a field related to public policy, law, science, technology policy, science communication, or genomics, neuroscience, sustainable agriculture, and/or robotics and artificial intelligence. The position will provide a strong foundation for a recent graduate with an interest in an academic, science communication, or public policy career by working on pertinent science and technology policy issues.

Science & Society

The Duke Initiative for Science & Society (“Science & Society”) 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 an interdisciplinary approach to understanding how science and human endeavors intersect with a specific focus on ethical, legal, and social implications for science.

SciPol.org

Duke Science & Society’s SciPol.org is a comprehensive resource for engaging with the latest developments in science and technology policy. SciPol.org is a non-partisan, public website that tracks and explains recent changes in policy, industry, and technology relevant to our six science topic areas: Energy, Genetics / Genomics, Nanotechnology, Neuroscience, Sustainable Agriculture (launching soon), and Robotics / Artificial Intelligence. We do not make our own policy suggestions nor offer our own opinions, but we do aim to provide enough relevant information to help members of the public decide if and how they want to engage with science policy. SciPol.org seeks to be the leading informational resource for a broad audience of scientists, policy practitioners, journalists, academics, nonprofits, and other stakeholders interested in science and technology policy.

The Role

The Lead Policy Analyst dedicates their time to supporting and expanding the focus areas of the SciPol.org website, to broadening the offerings of SciPol.org, and to helping lead the policy and technology efforts of the Duke Center for Science, Technology and Policy. While the Lead Policy Analyst will perform some original research, this position is not a pure research position, as detailed below. Specific responsibilities include:

- **Curating coverage for the focus areas for SciPol.org.** The Lead Policy Analyst is charged with staying up-to-date with and curating the strategic direction of policy coverage for the genomics, neuroscience, sustainable agriculture, and/or robotics and artificial intelligence focus areas of SciPol.org, depending on the specific candidate's background and interests. This involves:
 - Maintaining a search protocol for identifying relevant policies, news, and opportunities to engage with science and technology policy.
 - Regularly posting policies, news, and engagements to the site.
 - Remaining abreast of trends, developments, and broad themes that arise within and between the four listed focus areas.
- **Leading a team of student contributors.** The Lead Policy Analyst, in collaboration with other staff members at SciPol.org, will oversee small teams of students for each the four listed focus areas. These teams are composed of paid graduate assistants and unpaid student volunteers. Primary responsibilities include regularly meeting with these students, delegating assignments, editing and publishing online their written content, and providing mentorship and feedback as necessary.
- **Writing original content for SciPol.org.** The Lead Policy Analyst will produce original content for SciPol.org in the four listed focus areas. This content could include:
 - SciPol Summaries – short pieces (~1 page) that we publish shortly after a policy is introduced to give a quick overview of the policy.
 - SciPol Briefs – longer pieces (7-10 pages) that explain in succinct but thorough detail the policy actions, science, and debate behind an introduced policy or policy proposal.
 - Science & Policy Explainers – longer pieces (5-7 pages) that explain general concepts in science and/or policy that are often cited in proposed policies.
 - Landscape Documents – longer pieces (10-12 pages) that cover an area of science policy broadly and intend to facilitate external engagement.
- **Stakeholder engagement to build SciPol.org's audience.** The Lead Policy Analyst will interface with internal (Duke) and external (NC Triangle-area organizations, professional associations, other universities, industry organizations, federal and state government, etc.) stakeholders to build SciPol.org's audience. The Lead Policy Analyst should develop and maintain relationships with key organizations or individuals and actively seek opportunities to work with these groups to promote SciPol.org. The Lead Policy Analyst should also participate in relative conferences, workshops, and seminars, and seek opportunities to network with relevant stakeholders.

- **Center for Science, Technology and Policy.** The Lead Policy Analyst will work with the Center for Science, Technology and Policy team at the Duke Initiative for Science & Society, on independent projects as needed. Examples include but are not limited to: mentoring students on independent study or practicum projects, helping run SciPol.org social media accounts, producing newsletters or other communication pieces directed at Center audience, exploring and launching new areas of science and technology focus coverage, and maintaining the back-end functionality of the SciPol.org website. While teaching courses at Duke University is not a part of this role, the Lead Policy Analyst will have a high amount of student interaction (see above) and as such should expect to act as an “informal” teacher to these students.

Preferred Skills and Experience

- BA or BS degree or a higher degree (Masters, PhD, JD, MD) with a preference for individuals with a background in:
 - Public policy, Science Communication, or a policy-related field; and/or
 - Science, technology, or STS studies, genomics, neuroscience, sustainable agriculture, or robotics and artificial intelligence.
- Excellent writing skills
- Experience with deeply understanding and communicating complex documents (such as public policies or scientific papers) to a broad audience, particularly in a non-partisan and unbiased fashion. 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. The Lead Policy Analyst is expected to contribute across the SciPol.org project, not only on any areas of policy or science in which they already have training or familiarity.
- Ability to quickly synthesize information from disparate sources so as to stay up-to-date on the latest trends in science and technology policy. Candidates must be able to critically evaluate sources and to identify common themes among those sources.
- Ability or prior experience with mentoring, advising, and leading students, both at the undergraduate and graduate level.
- Familiarity with using Microsoft Office, online file storage tools (particularly Box), group communication tools (particularly Slack), and video conferencing tools (particularly Zoom). Familiarity with online website publishing systems (particularly Drupal) or with social media platforms (Twitter, Facebook, LinkedIn) is a plus.

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