



POSITION DESCRIPTION

JOB TITLE: Associate Fellow

DEPARTMENT: Emerging Technologies Institute (ETI)

STATUS: Exempt

REPORTS TO: ETI Executive Director/ETI Deputy Director

POSITION SUMMARY

NDIA Emerging Technologies Institute (ETI) seeks Associate Fellows who will report to the Executive Director. This position will perform research and analysis on a variety of technical subjects relevant to the mission of ETI.

Major Responsibilities:

- Support the development of basic and applied research activities to address topics of relevance to the ETI mission.
- Manage research tasks within a given budget, and schedule.
- Participate on teams of research colleagues to develop new research initiatives and projects.
- Manage individual research and policy projects, including workflow and goals, staffing, product delivery deadlines.
- Work with the Distinguished Fellows, Senior Fellows and Fellows to provide input on overall strategic directions.

Specific Responsibilities:

- Conduct research on technical subjects within the ETI mission.
- Work with research teams including members leveraged from various NDIA constituencies and other ETI fellows.
- Engage with internal and external stakeholders in support of research results and products.
- Prepare reports, briefings, presentations, etc. suitable for audiences at multiple levels, including for inclusion in peer reviewed venues.
- Develop subject matter expertise in one or more emerging technology areas.
- Perform additional duties as assigned.

QUALIFICATIONS, KNOWLEDGE SKILL REQUIRED

- Bachelor's degree in a technical field with relevance to the defense industry, or associated policy discipline, advanced degree preferred.
- Interest in effectively managing a research portfolio.
- Ability to thrive in a fast-paced environment.
- Commitment to ETI and NDIA Mission.
- Strong written and oral communication skills.
- Strong work ethic with a high degree of energy.

INTERNAL RELATIONSHIPS

- Maintains close and frequent contact with other members of the ETI research staff.
- Serves as a member of the senior governance team for ETI.

EXTERNAL RELATIONSHIPS

- Has contact with research colleagues in government, industry, and academia.
- Participates in discipline-specific societies, conferences, workshops, etc.



ADA SPECIFICATIONS

This position involves moderate travel of up to a week to 10 days duration, and ability to work from off-site. Must be able to travel locally to meetings and to events. This is an office position and may require some bending and lifting and requires the use of a computer and office machines.

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.