



## POSITION DESCRIPTION

**JOB TITLE:** Fellow

**DEPARTMENT:** Emerging Technologies Institute (ETI)

**STATUS:** Exempt

**REPORTS TO:** ETI Executive Director/ETI Deputy Director

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### POSITION SUMMARY

NDIA Emerging Technologies Institute (ETI) seeks 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. Fellows will support and lead studies, participate in convened panels and event, and produce reports, papers, and position pieces that represent study findings.

### Major Responsibilities:

- Conduct basic and applied research to address topics of relevance to the ETI mission.
- Manage research projects, including schedule, budget, and supporting personnel.
- Help develop new research initiatives and projects.
- Represent ETI to press and outside stakeholders.
- Manage research and policy projects, including workflow and goals, staffing, product delivery deadlines.
- Work with the Executive Director and Deputy Director to provide input on overall strategic directions.

### Specific Responsibilities:

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

### QUALIFICATIONS, KNOWLEDGE SKILL REQUIRED

Secret clearance (Preferred)

- Advanced degree in a technical or related discipline, PhD preferred, or equivalent combination experience to include government, military, legislative, academia, and/or nonprofit organizations. Fellows should be able to manage research and policy projects, including workflow and goals, staffing, product delivery deadlines.
- Demonstrated ability to effectively manage research projects.
- Ability to communicate effectively with a wide group of colleagues, partners, and discipline leads.
- Ability to thrive in a fast-paced environment.
- Commitment to ETI and NDIA Mission.
- Strong written and oral communication skills.
- Strong public speaking ability.
- Strong work ethic with a high degree of energy

### INTERNAL RELATIONSHIPS

- Maintains close and frequent contact with the ETI Executive Director and Deputy Director.



## **EXTERNAL RELATIONSHIPS**

- Has extensive 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.

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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.