



RESEARCH ASSISTANT APPLICATION

INSTRUCTIONS

To submit an application, please email a completed application form and all supplemental materials to energypolicy@columbia.edu. Please use the subject line: “[First Name] [Last Name] [Term] [Year] RA Application.” Any questions regarding this application should be directed to energypolicy@columbia.edu.

PERSONAL INFORMATION

Name (first, middle, last): _____

Phone number: _____

E-mail address: _____

Columbia UNI (if applicable): _____

Position you are applying for (e.g., general Research Assistant, or if topic-specific, please indicate what topic. If interested in multiple positions, please indicate.):

Please rank your interest in the following research program areas. More information and preferred qualifications for each program is available on the “Supplemental Materials for Application” page. Please be aware you are not guaranteed to work in your top choice.

- _____ China
- _____ Climate
- _____ Economic Statecraft, Sanctions and Energy Markets
- _____ Gas Markets
- _____ Oil Markets
- _____ Technology and Innovation (Energy – Water nexus)
- _____ Research Assistant to the Center Director

AVAILABILITY INFORMATION

We strongly prefer candidates who are available to work 15-20 hours per week during the Fall and Spring semesters, and up to 40 hours during the summer, but will consider applicants who cannot.

Semester (e.g. Fall 2016): Fall: _____ Spring: _____ Summer: _____

Hours per week (max 20 hours in Fall and Spring; 40 hours in summer): _____

Work study: Yes No

Earliest potential start date (mm/dd/yy): _____

Latest potential end date (mm/dd/yy): _____



Supplemental Materials for Application

Preferred Qualifications for Specific CGEP Research Programs

For current research projects, the following criteria are preferred (not required) for each individual programmatic area. If applicable, please include these items in your resume or cover letter in addition to general qualifications described in the research assistant position overview.

- **China**
Language: Mandarin (verbal and written)
- **Economic Statecraft, Sanctions and Energy Markets**
Interest or background in nuclear policy
- **Gas Markets**
Advanced proficiency in PowerPoint and Excel; must be able to create charts and graphs suitable for professional presentations.
- **Oil Markets**
Interest or background in peak demand issues
- **Technology and Innovation (Energy – Water nexus)**
Strong preference for graduate students

Please include the following documents when submitting your application.

- 1. Resume or CV**
- 2. Cover Letter**
Indicate why you are applying to the position, what you hope to gain from the experience, and what aspects of your background make you uniquely qualified and prepared to work at the Center.
- 3. Work Sample**
3-6 pages in length. Ideally the submission will focus on an issue related to the Center's research agenda and demonstrate your ability to conduct research, analyze data and clearly communicate key findings. Acceptable submissions include policy memos, op-eds, PPT presentations, and excerpts of longer research papers, among others.
- 4. Names and Contact Information of Three Professional or Academic References**
Please include the name, phone number, email address, and relationship to you for each reference. Note: letters of reference are not required.