RESEARCH ASSISTANT TO THE CENTER DIRECTOR APPLICATION

INSTRUCTIONS
This application form is our opportunity to get to know you and understand why you would like to be a Research Assistant to the Center Director at the Center on Global Energy Policy. Any questions regarding this application should be directed to energypolicy@columbia.edu. Before the due date for the desired internship session, please e-mail your completed application to energypolicy@columbia.edu. Please use the subject line: “Research Assistant Application for [term] [year].” If you are applying for an RA position to support a specific topic or project, please indicate this in your subject line.

PERSONAL INFORMATION
Name (first, middle, last): ____________________________________________
Phone number: _________________________________________________
E-mail address: _________________________________________________
Columbia UNI (if applicable): ______________________________________

Please rank your interest in the following research topics. Please be aware that supporting the Center Director may require you to work across multiple research topics and issues.

____ Climate
____ Geopolitics and security
____ Oil and Gas
____ Power sector
____ Energy and economic development
____ Energy technology and innovation

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.

Session Applying for (select one): Spring: _______ Summer: _______ Fall: _______
Hours per week (max 20 hours in Spring and Fall; 40 hours in summer): ____________
Work study (Y/N): ______________________
Earliest potential start date (mm/dd/yy): ___________________
Latest potential end date (mm/dd/yy): ___________________

REQUIRED DOCUMENTS
Please include the following along with this page when submitting your application.

- A cover letter indicating 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.
- A current resume.
- A sample work product, 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.
- Three professional or academic references. Please include the name, phone number, email address, and relationship to you of each reference.