

Council on Foreign Relations
Human Resources Office
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POSITION ANNOUNCEMENT

Title: Research Associate, Goeconomics

Salary: Based on education and experience

CFR's David Rockefeller Studies Program is one of the country's largest foreign policy think tanks, with a widely respected and influential research staff. The Studies Program's aim is to advance the discussion of American foreign policy and international affairs through its writing, publications, public outreach, and discussions.

The research associate will work in the Maurice R. Greenberg Center for Geoeconomic Studies (CGS), the part of the Studies department that focuses on the intersection of international economics and international relations. The research associate will support the work of the Senior Fellow.

The major responsibilities of this position will include (but are not limited to):

- Carrying out quantitative data analysis and other research on specific areas as requested by the fellow, including global capital flows, China and other emerging economies, and the macroeconomic policies of the major advanced economies.
- Assist in preparing graphics for blog posts, presentations, and policy briefs
- Coordinating events, including preparing invitations and travel arrangements, corresponding with speakers and presiders, and assembling background papers and materials for distribution
- Providing administrative support to the fellow, including handling correspondence, scheduling, and responding to requests for information
- Managing budgets
- Providing support across departmental lines and for other Fellows, upon request
- Assisting fellow with social media outreach, including publishing a blog, website, video, and/or using social media applications such as Twitter, Google+, etc., as needed.

Qualifications:

- Degree in economics, or significant coursework in economics, with superior academic credentials
- Outstanding research, quantitative, and writing skills
- Excellent organizational skills and strong attention to detail
- Strong proofreading and editing skills
- Excellent computer skills, particularly Excel. Experience with Bloomberg data analysis helpful.

The Council on Foreign Relations offers a benefits package that is among the best offered by nonprofit institutions today, including generous leave policies and health insurance programs, and an on-site fitness center.

Founded in 1921, the Council on Foreign Relations is a leading nonprofit membership organization, research center, and publisher, with headquarters in New York, an office in Washington, DC, and programs nationwide. It is dedicated to increasing America's understanding of the world and contributing ideas to U.S. foreign policy. CFR's 4,900+ members are leaders in international affairs and foreign policy. CFR also publishes *Foreign Affairs*, the preeminent magazine on global issues, and provides up-to-date information about the world and U.S. foreign policy on its award-winning website, CFR.org.

Qualified candidates should email, fax, or mail a resume and cover letter to the Human Resources department at the above address. PLEASE INCLUDE THE POSITION NAME IN THE SUBJECT OF YOUR EMAIL. The Council on Foreign Relations is an equal opportunity employer and actively seeks candidates from a diverse background.

