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**POSITION DESCRIPTION**

**POSITION DETAILS**

|  |  |
| --- | --- |
| **POSITION TITLE** | Student Intern |
| **REPORTING LINE** | Director of Research |
| **CLASSIFICATION LEVEL** | Intern |
| **PRIMARY ACTIVITY** | Provide research assistance to the general research team at the Centre |
| **START DATE** | Monday, 29th July 2024 |
| **DAYS PER WEEK** | 2 days per week, 140 hours during Semester 2, 2024 |

**PRIMARY FUNCTION**

This role will provide research assistance to the general research team at the Centre. Duties include drafting research notes, tracking developments in priority areas, compiling and refining data for program reports, fact-checking publications, preparing documents for research activities, and other tasks as directed.

The incumbent will satisfy the requirements of their internship by dedicating two days per week over 10 weeks during Semester 1 2024, totalling a combined 140 hours of practical experience.

**OVERVIEW OF THE CENTRE**

The United States Studies Centre at the University of Sydney is a university-based research centre, dedicated to the rigorous analysis of American foreign policy, economics, politics, and culture. The Centre is a national resource that builds Australia’s awareness of the dynamics shaping America and their implications for Australia.

**Vision**

A leading research institute, shaping policy, debate, and ideas by deepening understanding and strengthening Australia's relationship with the United States.

**Mission**

To make discoveries and draw insights with tangible value for Australian policymakers, businesses, scholars, students, and the general public. These discoveries and insights will be generated by independent, non-partisan, rigorous research, delivered through communication, teaching and outreach.

**Motto**

Analysis of America. Insight for Australia. Solutions for the alliance.

**KEY ACCOUNTABILITIES**

|  |  |  |
| --- | --- | --- |
|  | | *Frequency* |
| 1 | Provide research assistance to the general research team | Daily |
| 2 | Support the research team with administrative functions with respect to research programs (e.g., production/editorial/peer review and publication support) with the objective of ensuring effective publication timeframes | Daily |
| 3 | Ad-hoc administrative support to the Centre | As required |

**KEY RELATIONSHIPS**

### INTERNAL – within the Centre

|  |  |  |
| --- | --- | --- |
| **MAIN CONTACT** | **FREQUENCY** | **PURPOSE** |
| Research Associate | Daily | Direct Associate |
| Research Director | Regular | Coordinates on Centre wide projects and initiatives |
| Engagement & Impact team | Regular | Work collaboratively with teams throughout the Centre as required |
| Operations team (events, students, general operations) | Regular | Work collaboratively with teams throughout the Centre as required |
| Research & academic teams | Regular | Work collaboratively with teams throughout the Centre as required |

**POSITION DIMENSIONS**

|  |  |
| --- | --- |
| **STAFF DATA** | |
| DIRECT REPORTS:  number of direct reports to this position, their classification and number of incumbents | 0 |
| INDIRECT REPORTS:  number of reports via subordinates to this position | 0 |

**EXPERIENCE, SKILLS, AND QUALIFICATIONS**

| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| --- | --- | --- |
| Tertiary qualifications and relevant experience to the role, or an equivalent combination of experience and education/training | x |  |
| An interest, knowledge of, or academic background in American Studies and/or International Relations and Political Science focused on this region | x |  |
| Highly developed interpersonal and communication skills, both written and oral, including the ability to engage effectively with and influence internal and external stakeholders | x |  |
| Excellent organisational skills with the demonstrated ability to prioritise and adapt to competing demands, whilst maintaining attention to detail | x |  |
| Strong understanding of the operating environment of a research-enterprise, and the governance/management of research activities |  | x |
| Demonstrated ability to work as part of a team of people, to provide consistent, timely and high-quality administrative support services |  | x |
| Demonstrated ability to use management information systems, as well as proficiency in the Microsoft Office suite of programs |  | x |
| Understanding of broad issues pertinent to the Australia-US alliance |  | x |

**WORKING WITH CHILDREN**

|  |  |
| --- | --- |
| If the position involves working with children, a **Working with Children Check clearance** must be obtained. Please refer to the [Working with Children Policy](about:blank) for further information. If appropriate to the role, please type **Yes** to indicate that a Working with Children clearance is required or **No** if the position is not child-related: | No |

**EQUAL EMPLOYMENT OPPORTUNITY / AFFIRMATIVE ACTION**

|  |
| --- |
| Demonstrated understanding of the incorporation into Centre life of the principles of Equal Employment Opportunity and Affirmative Action [EOOnline](about:blank); and ability to work positively with staff and students from a diverse range of backgrounds. |

**WORK HEALTH AND SAFETY (WHS)**

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| --- |
| Understand your WHS responsibilities and actively ensure the health, safety and wellbeing of yourself and others at work in accordance with the Centre’s [WHS policy](about:blank) and [procedures](about:blank) and as described in the [role responsibilities](about:blank) on the WHS website. |

**AUTHORISATION**

The Supervisor and Appointed Delegate confirm that this is a true reflection of the duties and accountabilities of this role.

|  |  |  |  |
| --- | --- | --- | --- |
| SUPERVISOR | Position Title:  Director of Research | APPOINTED DELEGATED | Position Title:  Research Associate |
| Name:  Jared Mondschein | Name: Ava Kalinauskas |

*Kindly Note: The Supervisor and Appointed Delegated may be the same person. If this is the case, only complete “Appointed Delegated” box*