Graduate Research Assistant Position for MIIS students
Nonproliferation Education Program

Title: Graduate Research Assistant (GRA)
Hours: 10~15 hrs/week.
To Apply: Please contact Masako Toki, CNS Education Project Manager (masako.toki@miis.edu)

The James Martin Center for Nonproliferation Studies (CNS) Nonproliferation Education Program is seeking one Graduate Research Assistant (GRA) for the Summer 2015 (or possibly beyond that). CNS is one of the largest nongovernmental organizations in the world devoted to research and training on nonproliferation issues. The center's mission is to combat the spread of weapons of mass destruction by training the next generation of nonproliferation specialists and disseminating timely information and analysis.

CNS Education Program GRA will work with CNS Education Project staff members to help coordinate Education Program-related activities including the Summer Undergraduate Internship Program, nonproliferation education program for high school students, CNS visiting fellows program, and other education program-related activities. Roughly, research to administrative work ratio is 2:8. Experience in WordPress is highly desirable.

Required Qualifications
- excellent writing, editing, and researching skills in English;
- excellent coordinating and organizing skills;
- proficient in Microsoft Word and Excel,

While not required, the following qualifications are also desirable
- general knowledge of WMD nonproliferation issues;
- experience in coordinating events;
- experience with HTML, movie makers and other software;
- experience in major social media platforms (Facebook, Twitter, etc.)
- experience in blogging (WordPress, Tumblr)
- experience in video editing
- experience in teaching and curriculum development