DUKE UNIVERSITY ENERGY INITIATIVE

Job Title: Research Analyst
Job Code: 1297
Level: 11
Payroll: Exempt

Occupational Summary

The Duke University Energy Initiative Research Analyst assists the Director and other faculty members on a range of research projects concerning energy and its interaction with the economy, environment and security.

Work Performed

Assist the Initiative Director and other faculty members in conducting research for projects concerning energy and its interaction with the economy, environment and security such as past, present and prospective energy and climate policy proposals, regulations and legislations in the US and in other countries; assessment of long-term projections of global energy markets, technologies and policies; energy efficiency behavior; financial incentives for energy technologies; energy data analysis, and related research areas.

Review, synthesize, and analyze relevant energy, economic, and environmental policy and/or science. Where relevant, conduct literature reviews and prepare detailed, annotated bibliographies. Deliver findings to Director and/or other faculty through policy memos, briefs and bibliographies.

Communicate an understanding of scientific, technical, and policy-based approaches to the Initiative's target audiences, including, where appropriate, drafting research results, papers and articles for publication in Initiative reports or peer-reviewed academic journals.

Assist the Director and other faculty in research project management. Assist in the research and writing of grant proposals and Memorandums of Understanding to private foundations, corporate foundations and government funders. Assist the Director in engagement with university faculty, external stakeholders, and policymakers.

Work with faculty and stakeholders to plan and conduct meetings, workshops, conferences, and events.

Perform other related duties incidental to the work described herein.

Seeking candidate with a Bachelor's degree in economics, natural sciences, engineering, public policy, environment or a related field. Master's degree preferred.

Candidate should have experience in research/data analysis.

Skills/Knowledge/Abilities
Familiarity with the technical, market, and/or policy aspects of the energy system and energy/environmental policy Management, organizational, and interpersonal skills.

Ability to manage conferences and workshops and to engage with university faculty, external stakeholders and policymakers.

Ability to conduct literature reviews, web searches and docket searches.

Excellent writing and communication skills.

Facility in assembling and analyzing large datasets as well as data conversion, manipulation and retrieval.

Experience with and programming skills to apply to large data series and computational or statistical software such as Stata, Matlab and Mathematica.

NOTE: Funding for this position may be from grants available only through June 30, 2016. Continued employment in this position beyond that date will be dependent upon available funds and program activity.

Minimum Qualifications

**Education/Training:** Work requires a bachelor's degree in a field related to the specific position. Master's degree preferred. Experience in research/data analysis required.

**Experience:** Experience in research/data analysis required.

OR AN EQUIVALENT COMBINATION OF RELEVANT EDUCATION AND/OR EXPERIENCE

The intent of this job description is to provide a representative of the types of duties and responsibilities that will be required of positions given this title. It shall not be construed as a declaration of all specific duties and responsibilities of any particular position, as employees may be directed to perform job-related tasks other than those specifically presented in this description.

Application Process

All applicants must apply through the Duke Human Resources system at [http://www.hr.duke.edu/jobs/](http://www.hr.duke.edu/jobs/)