EMPLOYMENT OPPORTUNITY

ARMY RESEARCH OFFICE

RESEARCH TRIANGLE PARK, NC

TECHNICAL ASSISTANT TO THE DIRECTOR, ENGINEERING SCIENCES

The Engineering Sciences Directorate (ESD) of the Army Research Office (ARO) in Research Triangle Park, NC, is actively looking to fill a position of the Technical Assistant to the Director, Engineering Science. The incumbent will serve as the Director’s scientific assistant, advisor, and lead scientific writer, independently identifying and gathering necessary source information to complete a wide range of scientific tasks for the directorate.

The ideal candidate will have an advanced degree in materials science, electronics, engineering, mechanical science, or similar scientific discipline, with direct research experience in one or more of those fields. The individual must be an effective communicator, able to provide informed advice; adaptable, and able to discuss technical topics with people of diverse scientific or non-scientific training, including academics, government scientists, non-scientists, accountants, and Army officers. In particular, the ideal applicant should have (i) technical expertise in one or more of the aforementioned scientific disciplines, (ii) the ability to quickly read and understand the essential elements of scientific publications, proposals, or presentations in any of the aforementioned scientific disciplines, (iii) experience in successfully communicating scientific content with other scientists and to audiences of non-scientists through written reports or presentations, and (iv) the ability to prioritize and independently manage tasks to successfully meet deadlines. An existing familiarity with the Army’s long-term research goals and the Army process and requirements in grants management is highly desired, but not required.

Minimum qualifications are based on federal qualification standards for GS 12 through 14 series 0801 (general engineer), 0806 (materials engineer), 0830 (mechanical engineer), or 0855 (electronics engineer) job series available at:
The applicant selected must consent to background investigation for security clearance (up to Secret) and confidential financial disclosure. Duties of the position require some travel.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

This is a full time position, appointed for an initial term of 6 years (with potential for renewal). Further information about ARO and the Army's extramural research focus can be found at https://www.arl.army.mil/www/default.cfm?page=29

Salary: $77,382 - $141,360 (GS 12, step 1 through GS 14, step 10 equivalent) as determined by qualifications and experience. Department of the Army is an Equal Opportunity Employer.

This employment opportunity will remain open for 30 days. Potential applicants will be invited to the Research Triangle Park to deliver a scientific seminar and appear for a panel interview.

HOW TO APPLY:

Please send your resume and any supporting documentation to: usarmy.rtp.ccdc-arl.mbx.aropmjobs@mail.mil

Use this in the subject line of your application:
TECHNICAL ASSISTANT TO THE DIRECTOR, ENGINEERING SCIENCES

Applicants must submit the following information:
 a. Full Name
 b. CV/resume, including a list of publications and presentations
 c. Dates of employment (Month/Year-Month/Year) for each work experience listed that qualifies you for the position.
 d. Education (Degree Type; Major field/Discipline; institution, and year granted)
 e. Contact information (email address and telephone number)
 f. Names of three references (must include names, positions, and email/telephone contact information)
 g. (optional) cover letter, one page maximum

DO NOT INCLUDE SOCIAL SECURITY NUMBER, DATE/PLACE OF BIRTH, OR PERSONAL ADDRESS ON YOUR RESUME.

Point of Contact is Wanda Wilson, ARO Administrative Officer at (919) 549-4296, or wanda.e.wilson.civ@mail.mil