



VACANCY ANNOUNCEMENT

POSITION: **RESEARCH COORDINATOR**
SALARY: Salary level **\$60,000 - \$95,000 per year**
(Salary level will be competitive and determined in light of education, position-related experience, and professional accomplishments)
POSITION INFO: Full-Time Permanent Position
DUTY LOCATION: Washington, DC
DATE AVAILABLE **POSITION IS CURRENTLY OPEN: IMMEDIATE**
CONTACT: Kathy Michels
Email: kmichels@uscc.gov / Phone: (202) 624-1409
WHO MAY BE CONSIDERED: U.S. citizens

MAJOR DUTIES AND RESPONSIBILITIES: Coordinates the planning and execution of both immediate/short-term and longer-range research for the Commission and individual Commissioners, working with the Commission's Research Working Group (RWG) as appropriate, and responding to research requests from that group, the Commission's Chairman and Vice Chairman, other Commissioners, the Executive Director, and Commission policy analysts. Conducts some of this research personally and supervises conduct of some of it by other USCC staff members, research fellows, and interns. Works with the RWG to prepare Requests for Proposals for research the RWG wishes to obtain on a contract basis, evaluates the responsive proposals, notifies the selected contractors, monitors the contractors' performance, and maintains necessary records concerning research that is conducted by contractors commissioned by the Commission. As requested, prepares testimony, speeches, remarks, or talking points to be delivered by Commissioners to Congressional committees or in other speaking venues, and assembles background information and data needed by the participating Commissioners on such occasions. Selects the contents for and assembles the news clips and information package that is supplied to each Commissioner and staff member every week, and selects and electronically distributes the daily "top China news" summary to Commissioners and staff. Performs other duties as assigned by the Executive Director.

KEY REQUIREMENTS:

- Ability to pass Security Background Investigation to obtain Top Secret/SCI clearance.
- Strong analytical and research skills, and ability to conduct a critical analysis of data and make informed, critical judgments on issues.
- Demonstrated ability to present information clearly orally and in writing.
- Knowledge of the overall United States-China relationship, and the major areas of cooperation, common and different perspectives, and conflict, and the primary interests of members of Congress and their staff in the relationship.
- Knowledge of the People's Republic of China and the Chinese culture.
- Knowledge of the prominent current issues with respect to China's, Taiwan's, and Hong Kong's activities and their relationships to each other, the United States, the other nations of Asia, and the rest of the world.
- Familiarity with the field of experts on China and the Asia-Pacific region.
- Familiarity with sources of electronic and print information about China.
- Ability to work as a member of a team.

ABOUT THE COMMISSION: The Commission conducts its work and studies in the following areas: China's military buildup, proliferation practices, regional economic and security impacts, energy activities, activities in U.S. capital markets, and World Trade Organization compliance; U.S.-China bilateral programs; economic transfers between China and the United States; and the implication of restrictions on speech and access to information in China. The Commission's mission is to identify and make recommendations to Congress about matters of concern in these areas.

HOW TO APPLY:

You may submit an application for this position by e-mailing a résumé containing the information outlined below under “**What should be included in your Application?**” to kmichels@uscc.gov. Applications may be submitted until the position is filled. Applicants not selected will be notified when it is filled.

WHAT TO EXPECT NEXT:

Each applicant will receive an e-mail confirming receipt of application materials, and will be contacted if we wish to schedule an interview or require additional information.

WHAT SHOULD BE INCLUDED IN YOUR APPLICATION?

You may submit a résumé using the Optional Application for Federal Employment (OF-612), available at http://www.opm.gov/forms/pdf_fill/of612.pdf), or another written application format of your choice. ***You must include all the information requested below or your application will not be considered.*** The application form and job information and application requirements are also posted to the Commission’s Web Site at <http://www.uscc.gov/jobopportunities.php>.

Information to be Included in Application

1. Title of the position for which you are applying.

Personal Information:

2. Full name, mailing address (with zip code), day/evening telephone numbers (with area code), and e-mail address.
3. Social Security Number. [NOTE: Giving your Social Security Number is voluntary. However, we may not be able process your application without it.]
4. Country of Citizenship.
5. If you have a current Federal government security clearance, identify its level.

Education:

6. Colleges and/or Universities attended. For each, provide:
 - City, state and zip code.
 - Major field(s) of study.
 - Type and year of degree(s) received. If no degree received, show total credit hours received (in semester hours or quarter hours).

Work Experience

7. Paid or non-paid positions you have held related to the job for which you are applying (do not provide copies of job descriptions). For each job provide:
 - Job title.
 - Duties and accomplishments, particularly those pertaining to the **Key Requirements** for the position listed above.
 - Number of hours worked per week.
 - Employer’s name and address.
 - Starting and ending dates of employment (month and year).
 - Supervisor’s name and current phone number. ***Indicate if your current supervisor may be contacted.***

If you have ever been employed by the Federal Government, indicate the highest Federal civilian grade held, the job series, and the dates of employment at that grade.

Desirable Qualifications: [Not required, but may be considered in selecting the person for this position]:

8. Experience living or working in the People’s Republic of China, Taiwan, or Hong Kong
9. Ability to speak, read, and/or write Mandarin Chinese.

10. Work as a member of the staff of the U.S. Congress, particularly with responsibilities for issues pertaining to China and/or Taiwan, or the Asia-Pacific Region.
11. Work within the U.S. Executive Branch, particularly with responsibilities for issues pertaining to China and/or Taiwan, or the Asia-Pacific Region.
12. Graduate degrees (including law degrees) or course work, especially if focused on (a) Chinese culture, history, language, etc., or broader Asian culture, history, language, etc.; and/or (b) international relations or security studies.

Other Qualifications

14. Position-related training courses (title and year).
15. Job-related skills (e.g., computer software/hardware, and specialized database programs, etc).
16. Job-related certificates and licenses.
17. Job-related honors, awards, and special accomplishments (e.g., publications, memberships in professional or honor societies, leadership activities, public speaking, performance awards, etc.)

Do not send copies of any documents unless specifically requested.