

Position ID

E17-16

Position Title

Special Assistant

Office Name

Office of the Assistant Administrator, NOAA

Portfolio Summary

Job Responsibilities:

The Oceanic and Atmospheric Research (OAR) Line Office or “NOAA Research” conducts and sponsors cutting-edge science in support of NOAA’s mission under the broad themes of oceans and coasts, climate, and weather. OAR consists of seven federal research laboratories around the country, seven program offices, sixteen Cooperative Institutes, and 33 university-based Sea Grant programs. Due to the diverse nature of the work and portfolio, the Fellow will experience a wide range of topics related to NOAA's science and technology enterprise. The Fellow can expect to learn first-hand the complexities associated with operating a large science organization from the leadership level. On a day-to-day basis, the Fellow has the unique and exciting opportunity of working directly with OAR’s Assistant Administrator (AA), Deputy Assistant Administrators (DAAs), and Chief of Staff (CoS) by providing policy advice, leading briefings on a variety of science and administrative topics and staffing the AA at important meetings and select travel. The Fellow will learn how decisions are made at several levels of government (Line Office, agency, federal government, Capitol Hill), and have an opportunity to contribute to those decisions.

Some examples of activities from past fellows include:

- Supporting NOAA’s efforts towards the implementation of the National Ocean Policy
- Serving as guest editor on a NOAA special edition of the Marine Technology Society Journal
- Facilitating meetings on the U.S. Government response to major environmental disasters
- Analyzing the preservation of historic marine sites through the development of legal theories
- Participating in meetings with members of Congress on Capitol Hill
- Facilitating the development of incentive prizes with the XPRIZE Foundation
- Coordinating an international Workshop on Ocean Acidification
- Supporting the official U.S. Delegation to the Intergovernmental Oceanographic Commission (IOC), the United Nation’s organization for marine science
- Serving as OAR's Executive Secretariat on NOAA's Ocean and Coastal Council (NOCC), a principal advisory body to the Office of the Under Secretary

This is an ideal position for those seeking to enhance their management and leadership skills while gaining a high level appreciation for science and research in the federal service. The setting for this position is an executive office environment and the fellow can expect to contribute significantly to the day-to-day operations in addition to leading special projects that are of interest to the Fellow.

Expertise Desired

Mandatory Skills:

This fast-paced position is in a high-profile environment that requires the Fellow to be organized and flexible, manage time well, prioritize tasks, and problem solve. The Special Assistant needs to be a team-player and quickly integrate into OAR’s Front Office team.

Desired Background Skills:

Ability to recall, synthesize, analyze, and succinctly brief information on diverse subjects. The fellow should be able to grasp “big picture” concepts and demonstrate innovative and creative thinking and a willingness to broaden their horizons. Good written and communication skills overall.

Travel within DC (days per month)

3-5 days

Travel outside DC (days per month)

3-5 days

Accepts Foreign Nationals

No