Research Assistant Position

As a research organization, the Kettering Foundation relies on a team of research assistants to contribute to its programs. This full-time position is open to recent recipients of bachelor’s or master’s degrees and requires residency at our Dayton, Ohio, campus for one academic year (usually July to July).

The primary responsibility is to provide focused reviews of relevant scholarly and professional literature. Researchers work individually and within a 4-6 person team. We seek candidates whose interests are complementary to the foundation’s interdisciplinary research into the challenges of democratic governance.

Eligibility Requirements
The successful candidate will be able to:

• communicate and write effectively;
• read and write across disciplines and recognize interdisciplinary connections among research questions;
• understand and translate technical concepts into reports coherent to nonspecialists;
• work independently and with others in the research team; and
• spend one academic year in residence at the foundation’s Dayton, Ohio, office.

Application Process
Interested applicants should email a cover letter, current resume, three letters of recommendation, and a writing sample to abd@kettering.org with “Research Assistant Position” in the subject line.

The cover letter should address the following:

• What elements of Kettering Foundation research do you find most related to your research interests?
• What skills and knowledge do you hope to gain from a year at the Kettering Foundation?

We will begin reviewing applications March 15, 2022.

Compensation and Provisions
Research assistants receive excellent full-time compensation and benefits, including medical insurance. The foundation provides office space; use of a computer; and access to an internal library, electronic journal subscriptions, and other research resources. Research assistants are reimbursed for ordinary costs associated with a temporary relocation to Dayton.

Equal Opportunity Employer
As defined by and enforced under applicable state, federal, and local law, the foundation will provide equal employment opportunity for all, regardless of factors of discrimination under law.

Pursuant to applicable federal, state, local law, any decision regarding recruitment, employment, placement, compensation, benefits, training, transfer, promotion, and dismissal of personnel will be made without regard to race, color, religion, age, gender, sexual orientation, marital status, citizenship, disability, or national origin of the individual or any other protected characteristic. The foundation encourages the hiring, promotion, transfer, and training of the best qualified individual available.