



Research Assistant

Position Overview and Essential Qualifications

We are seeking a motivated Research Assistant to provide critical research support for the completion of our final report.

Research Skills

- Proven ability to identify relevant information within large document collections
- Strong organizational skills for managing and tracking source materials
- Familiarity with research methods and citation practices

Attention to Detail

- Exceptional accuracy in reviewing, extracting, and documenting information
- Ability to maintain consistency in sourcing and citation format
- Skill in cross-referencing materials to verify facts and identify connections
- Capacity to spot patterns, gaps, or inconsistencies across documents

Administrative and Interview Support Skills

- Experience providing administrative support for professional meetings and interviews
- Strong notetaking abilities with capacity to capture detailed, accurate information in real-time
- Ability to manage logistics and coordinate scheduling for interviews

Subject Matter Knowledge

- Interest in or familiarity with Afghanistan, U.S. foreign policy, or military history
- Ability to quickly develop understanding of complex policy and security issues
- Capacity to recognize thematically relevant content across diverse sources

Independence and Initiative

- Self-starter who can tackle large-scale projects with minimal supervision
- Proactive problem-solver who anticipates research needs
- Ability to prioritize tasks and manage time effectively
- Comfortable working independently while communicating progress regularly

Communication and Collaboration

- Clear written communication for documenting findings and progress
- Responsive to research requests, often on short timelines
- Ability to flag important findings or concerns to senior staff
- Collaborative team player who supports broader research objectives

Technical Proficiency

- Comfortable working with both hardcopy and digital document collections and databases
- Strong file management and organizational systems
- Basic familiarity with document formats (PDFs, transcripts, archival materials)

Security Clearance

- An active Secret security clearance required

Salary Range

- \$85k-\$100k annually, plus benefits

Application Requirements

Candidates should submit the following to **Jobs@awc.senate.gov**:

- Resume highlighting relevant research experience
- References