

RESEARCH FELLOWSHIP

POSITION DESCRIPTION:

Utah Global Diplomacy is focused on strengthening its programs through data-driven evidence. The Research Fellow is supervised by the COO and works alongside staff to identify research questions and methodology, conducts data collection and analysis, maintains data storage, writes reports, and makes recommendations for program improvement and growth. Data collection often includes qualitative and quantitative information gathering, fieldwork, surveys, interviews, archival research focus groups, and asset mapping. Additional responsibilities include researching resources for our Peace & Diplomacy Resource Center.

Position Title: Research Fellow

Hours: 10-12 hours per week; available to work in the office 2 days a week

Commitment: August 2024 – August 2025

Benefits: Paid \$15 per hour; school credit if applicable; letter of recommendation

RESPONSIBILITIES:

- Manage the Diplomacy In Action program.
- Connects with International Exchange Program alumni to collect stories about work performed about their visit to Utah and the U.S.
- Contact Professional Resources and Home Hosts in Utah to inquire if there are any stories or insights they would like to share their experience with the international visitors.
- Accompany International Exchange Program (fieldwork) to gather data and stories.
- Share alumni stories on the Utah Global Diplomacy website via blog posts.
- Creates a qualitative report from the stories collected.
- Conduct asset mapping for current professional resources and home hosts to determine outreach needs.
- Conduct research on Global Leaders Scholarship Fund applicants to determine outreach needs and success.
- Create pre & post-program surveys and evaluations for all programs.
- Research and maintain resources for Peace and Diplomacy Resource Center.
- Research and create a best-practice guide for Utah Global Diplomacy data collection for programs and organization.
- Collaborate with the Communications Coordinator to create marketing content around data collection findings.
- Creates and maintains a handbook or guide that instructs staff on data collection best practices.
- Helps design and implement other research projects as needed.

OTHER RESPONSIBILITIES:

- Join weekly staff meetings and report on research activities.
- Meet bi-monthly with the CEO to discuss research findings.
- Participate in “all-hands-on-deck” events and organizational needs.
- Provide administrative support, as necessary.

QUALIFICATIONS:

- Clear understanding and experience in data collection theories and practices.
- Able to code and interpret qualitative data.
- Experienced in researching scholarly journals and composing literature reviews.

- Demonstrates a commitment to teamwork.
- Strong attention to detail and highly organized.
- Able to manage many projects simultaneously.
- Positive and outgoing attitude.
- Able to speak confidently.
- Self-starter; able to work with little supervision.
- Strong writing/editing and verbal communication skills.
- Moderate level of computer proficiency.
- Ability to analyze and think critically, resourceful.
- Personal integrity and discretion.
- Adheres to the highest standards of protocols, business etiquette, and diplomacy in all interactions.

TO APPLY:

Please send a **SINGLE FILE PDF** that includes a resume or CV, cover letter, and a sample research project you've conducted to Jeremy Harmon, COO jeremy@utahglobaldiplomacy.org.

ABOUT UTAH GLOBAL DIPLOMACY

Utah Global Diplomacy believes that everyone has the right, even the responsibility, to help shape U.S. foreign policy one handshake at a time. Since 1967, we have fostered citizen diplomacy by creating meaningful person-to-person interactions with individuals from other countries and cultures.

Utah Global Diplomacy works with the U.S. Department of State's International Visitor Leadership Program and other exchange programs to welcome hundreds of emerging leaders from around the world to Utah to meet with like-minded professionals, businesses, government agencies, and organizations to exchange best practices and create networks while experiencing Utah's unique culture.

Utah Global Diplomacy invites the local community to attend the World Affairs Lecture Series, Foreign Policy Association Great Decisions course, and our Fireside Chats live podcast recordings, where our lectures, conversations, and dialogues provide insight into critical national and global issues, shaping public discourse.

Our Young Diplomats of Utah program immerses youth, ages 14 - 32, in international relations in preparation for becoming Utah's future leaders.

We offer a dynamic working environment with ample opportunities to learn about global issues and cultures while creating professional networks with international, national, and local individuals.

UTAH GLOBAL DIPLOMACY & SOCIAL RESPONSIBILITY

Utah Global Diplomacy is a non-partisan, non-profit committed to social responsibility. We celebrate, support, and thrive when diversity in all forms is represented.

As an equal opportunity employer that promotes respect and understanding between the people of Utah and other nations, we do not discriminate in employment or participation in our programs based on race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, relationship status, parental status, military service, or other non-merit factors.

Furthermore, Utah Global Diplomacy recognizes we must play an active role in being environmentally conscious. Therefore, we are committed to using sustainable green business practices in our business and our programs whenever possible.