



## SUNY College of Environmental Science and Forestry

1 Forestry Drive, Syracuse, New York 13210-2778

**Title:** Timbuctoo Institute Research Aide (Summer)

**Unit:** Adirondack Ecological Center/Northern Forest Institute

**Rate:** \$20/hour

**Duration:** 13 weeks (June 1<sup>st</sup> – August 21<sup>st</sup>), potential for extension

### **Program Description:**

The *Timbuctoo Climate Science and Careers Summer Institute* (Timbuctoo Institute) focuses on environmental and social justice issues considered through the lens of climate science. The institute serves multiple cohorts of high students from communities that historically faced social, education, environmental and other barriers to access in sequential intensive 1- and 2-week summer experiences. The institute has established a research program that complements the work of its educational programming by providing monitoring and evaluation support to assess the short-, medium-, and long-term effectiveness of the program on our participants, partners, and staff. A key goal of the research program is to provide guidance to inform future program design and execution strategies.

### **Brief Description of Duties:**

The Research Aide will work directly with the Timbuctoo Research Coordinator to organize and execute multiple rounds of data collection over the summer to support our program evaluation. This role will primarily be based in Syracuse and involves logistical support, data sorting, cataloguing and analysis. The research aide will also be involved in preparing literature summaries that will guide the preparation of manuscripts and reports.

### **Primary responsibilities include but are not limited to:**

- Work alongside the Timbuctoo Institute Research Coordinator to execute evaluation and other research projects
- Create, organize, and maintain physical and digital catalogues of research data in line with IRB and internal data security protocols
- Conduct preliminary data analysis including but not limited to descriptive statistics on survey data (training and resources will be offered in using SPSS)
- Participate in coding exercises for media content analysis
- Prepare annotated bibliographies as directed
- Willingness to undergo training in data management and security, human subject research, responsible conduct of research and other training necessary to complete tasks

### **Minimum Qualifications:**

- Enrolled as a full-time student at SUNY-ESF
- Must be 18 years old or older
- Demonstrated experience using Microsoft Office Suite, especially, Microsoft Excel
- Willingness to work with high school-aged children, travel, and work flexible hours
- Working with minors will require a criminal history background check in NYSED system (completed during the first week of staff training)
- Interest in environmental, social, and/or climate justice educational program

### **Preferred Qualifications:**

- Previous experience and work with environmental justice, social justice, and climate science
- Excellent interpersonal skills
- Excellent verbal and written communications skills
- High degree of organization
- Ability to work under conditions of both limited and strict instructions
- Experience managing large quantities of data
- Familiarity and/or experience with data analysis tools and methods

**Application Deadline:** Although applications will be accepted until the position is filled, to ensure optimal consideration, candidates should submit their application by **May 22<sup>nd</sup>, 2026.**

**Application Procedure:** To apply, please submit the following documents using online using this link or the QR code below: [https://esf.sjc1.qualtrics.com/jfe/form/SV\\_9BQmpf32EkWp4cS](https://esf.sjc1.qualtrics.com/jfe/form/SV_9BQmpf32EkWp4cS)

- Resume and letter of application stating 1.) Why you are interested in this position 2.) How working as a research assistant with the Timbuctoo Institute will help you prepare to achieve your academic, professional, and personal goals 3.) How your skills and previous experience have prepared you for this role.
- A letter of recommendation from a member of faculty or previous employer that speaks to your qualifications, work ethic, and ability to fulfil the job responsibilities listed herein.

For additional information and questions please contact the Timbuctoo team at [timbuctooinstitute@esf.edu](mailto:timbuctooinstitute@esf.edu).

