

Title: Timbuctoo Institute Research & Media Assistant

Unit: Adirondack Ecological Center/Timbuctoo Institute

Rate: \$20/hour (Maximum 20 hours per week)

Duration: (October 1, 2026 – May 31, 2026), 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. In sequential intensive 1- and 2-week summer experiences, the institute serves multiple cohorts of high school students from communities that have historically faced social, education, environmental, and other barriers to access. 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 and analysis to support our program evaluation and research agenda. This role will be based in Syracuse and involves logistical support, data sorting and analysis, literature research and writing. The research aide will also be involved in the preparation of manuscripts and reports. This role will also include work to develop a media management system for photo sharing across institute programs.

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
- Assist with data analysis and interpretation 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 (training and resources will be offered in using MaxQDA)
- 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
- Develop a digital system for media cataloging, storage, and sharing

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 flexible hours
- Willingness to work both remotely and in person
- 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
- Ability to work productively in unsupervised settings
- 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 **October 16th, 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. **Only applications submitted using this form will be considered.**

- 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 Dr. Emme Christie at mchristie@esf.edu.

