**Abstract**

I’m looking for a research associate to help me launch the 2G Lab at UMSI. This involves creating simulation hardware and software and configuring a room, so that students, NGO’s, tech companies and researchers can test equipment, apps and processes required in disaster response and in infrastructure-challenged developing countries. Why? Working with technology in the sometimes-connected world is different, hard and necessary. This has the potential for being the “go to” lab for nonprofits, tech companies and researchers with a stake in taking technology out the last kilometer. Key question to answer by using the lab: How do we solve problems when our a-list of tools are swept away?

**Job Opening ID**

xxxxxx

**Working Title**

Research Associate

**Job Title**

Program Assistant (Temp)

**Work Location**

Ann Arbor Campus
Ann Arbor, MI

**Full/Part Time**

Part-Time (up to 25 hours per week)

**Regular/Temporary**

Regular

**FLSA Status**

Non-Exempt

**Organizational Group**

School of Information

**Posting Begin/End Date**

8/1/2017 – for 6-12 months

**How to Apply**

A cover letter is required for consideration for this position and should be attached as the first page of your resume. The cover letter should address your specific interest in the position and outline skills and experience that directly relate to this position.

**Primary Purpose**

The goal of the Research Associate (RA) is to assist in the creation and operation of an information technology center at the University of Michigan, School of Information (UMSI), the “2G Lab” center. The RA works with the Executive Fellow (EF), the UMSI Research office, the UMSI and UM Office of the CIO and faculty at UMSI and CSE to manage the resources, marketing and coordination required for the centers to succeed.

**Responsibilities - Core**

1. Become familiar with the IT and facilities infrastructure of the campus and undertake steps needed to control the connectivity, power, lighting, video projection and sound of the lab.
2. Conduct the full range of activities required to prepare design and implementation documents required for the lab, based on the work done to-date.
3. Create the portable lab context-console, with the requisite hardware and software. Program or modify the software tools as required.
4. Operate the lab during student and NGO sessions so that disaster scenarios can be run as an immersion experience.
5. Operate the the lab for student, faculty and tech companies who wish to test their software and hardware in simulated environments of emerging countries,

**Responsibilities - Desired**

1. Create and maintain scripts for simulations and different region telecommunications contexts.
2. Create and maintain documentation on all aspects of the lab so that other university partners can establish similar facilities for conducting multi-site simulations.
3. Work with the business liaison (BL) to provide information helpful to securing grants for the center.
4. Perform research for improving and broadening the scope of simulation scenarios run in the center, and conduct test with and for relevant UM research.
5. Work with the EF, BL and Research to define and implement strategies and objectives for the growth of the center and its programs.
6. Understands and complies with all UM IT-related policies and procedures and ensures ethical, policy and process compliance.

Positions have reporting responsibilities to a faculty Executive Fellow.

**Required Qualifications**

1. Bachelor's degree or equivalent combination of education, masters in SI, CSE or other related school is preferred. Students in the Masters or PhD program are encouraged to apply.
2. Considerable experience in lab related software, or related field.
3. Excellent organizational, writing, analytical, technical and research skills are essential.
4. Project management knowledge and experience.
5. Ability to work independently and as part of a team;
6. Able to work remotely, as needed;
7. Excellent interpersonal communication and presentation skills;
8. Ability to manage multiple tasks and meet deadlines in a timely manner;
9. Excellent interpersonal skills including ability to work cooperatively with the centers faculty members and staff.
10. Significant track record of managing similar projects, particularly in technology and information research,
11. Familiarity with research methodologies in general and where to obtain expertise when needed;
12. Strong editing skills and attention to detail.
13. Strong computer and engineering skills; facility with relevant tools.

**Desired Qualifications**

1. Master's degree or higher in information technology or related field.
2. Prior experience with successful labs
3. Knowledge of writing documentation and training materials.
4. 3-5 year track record of successful project management experience.
5. Strong familiarity with information and technology sector and research methodologies.
6. Knowledge of guidelines, rules, and procedures governing the collecting, storage and analysis of data within the University of Michigan.

**Work Schedule**

Work schedule is flexible with up to 25 hours per week. Hours per day may vary based on project needs.

**Work Locations**

Position based out of the North Quad UM main campus building. There is flexibility in the work location, ability to work remotely (e.g., from home) and/or in open spaces on campus.

**Background Screening**

University of Michigan conducts background screening and pre-employment drug testing on job candidates upon acceptance of a contingent job offer and may use a third-party administrator to conduct background screenings. Background screenings are performed in compliance with the Fair Credit Report Act.

**Mission Statement**

At the University of Michigan School of Information, we create and share knowledge so that people will use information -- with technology -- to build a better world.

**U-M EEO/AA Statement**

The University of Michigan is an equal opportunity/affirmative action employer.