

Assistant to Senior Scholar

The Albert Einstein Institution seeks a highly intelligent, organized and resourceful individual with excellent communication skills to assist our Senior Scholar with research and related administrative duties.

Qualification Requirements:

- Bachelor's Degree(minimum) or equivalent experience (preferable in one of the social sciences, history or an equivalent)
- High level of organizational skills
- Ability to follow instructions
- Experience using Safari, Apple Mail and MS Word for MAC
- English language fluency

Ideal candidate will also possess:

- Shorthand and/or transcription skills
- Editing skills and experience
- Fluency in a second language

Please submit resume with cover letter to: Assistant Position, The Albert Einstein Institution, PO Box 455, East Boston, MA 02128 or to position@aeinstein.org.

Additional notes:

- Must be able to work in a potentially crowded office
- Possible limited travel (a current passport may be required)
- All telephone enquiries related to this position or to an application's status will result in immediate disqualification.
- We are an Equal Opportunity Employer.
- This position is open to US citizens/permanent residents only.
- The position is dependent on a funding grant.
- Probationary hiring.
- Fair remuneration and benefits.
- All applications will be acknowledged.
- Response to applications may take several weeks.
- Interviews by invitation only.
- References required upon request.
- The position will only be filled if an appropriate candidate is found.