The E2e Project

Open Research Assistant/Program Manager Position

Accepting applications at jobs.berkeley.edu. Search for job code 23143. Please submit a cover letter and resume as a single attachment.

Job Summary:

A team of researchers from the Massachusetts Institute of Technology (MIT), University of Chicago, and the University of California, Berkeley seeks a research assistant/program manager responsible for managing and implementing capacity-building and community-building activities of an interdisciplinary energy efficiency center, The E2e Project (E2e). The E2e Project's mission is to bring rigorous, evidence-based analysis to solve one of the most perplexing energy puzzles of our time – the efficiency gap. E2e also engages in outreach to policy makers and industry to communicate research results and improve our understanding of how consumers use energy. E2e is supported by a generous grant from The Alfred P. Sloan Foundation. **This is a two-year position with the possibility of one or more extensions, and is located in Berkeley, California.**

E2e supports state-of-the-art research, including randomized control trials, informed by empirical economists, engineers, and behavioral social scientists in order to advise public policymakers, business owners, investors, consumers, and other stakeholders on cost-effective energy-efficiency programs and investments.

Key Responsibilities:

Assist the E2e Program Director in the management and implementation of the activities for The E2e Project. The full-time research assistant/program manager will be responsible for facilitating the community-building and capacity-building research activities of E2e. This will include:

1. Contribute to E2e's expansion and outreach strategies

2. Provide research support on energy efficiency evaluation studies

3. Support activities that facilitate original research including grant proposal writing, creating "matches" between academics and research ideas and/or funding sources, and

translating academic papers into digestible non-technical material for industry and stakeholders.

4. Create an inventory of available datasets related to energy efficiency

5. Oversee the implementation of the evaluations. That includes submitting IRB protocols, filing of pre-analysis plans, and creating implementation plans.

6. Train and oversee E2e research assistants

7. Provide expertise in negotiating data-sharing agreements with utilities and other sources of relevant data

8. Engage in outreach efforts to identify potential partners for data sharing arrangements and potential field experiments

9. Maintain relationships with strategic partners

10. Engage with state energy program administrators to improve measurement and verification of energy policies and programs

Required Skills

- Strong analytical/problem-solving skills.
- Strong communication and interpersonal skills to communicate effectively with all levels of staff and influence, both verbally and in writing.
- Small to mid-level project management skills.
- Ability to multi-task with demanding timeframes.
- Ability to use discretion and maintain all confidentiality.
- Excellent supervisory and organizational skills.
- Ability to work independently and with minimal supervision.
- Skill in coordinating activities, evaluating data, establishing priorities.
- Ability to analyze problems and make well-reasoned, sound decisions independently.
- Excellent computer skills, including one or more data management programs such as SAS or Stata
- Economic or scientific educational experience
- Related experience working with government agencies and/or the energy sector, particularly on energy efficiency issues, is an asset.

Education

Master's degree in related area preferred but not required. Bachelor's degree in related area required.