Research Communication Specialist

highereddjobs.com/search/details.cfm

Requisition Number: 67713

Location: Boulder, Colorado

City: Boulder

State: Colorado

Employment Type: Research Faculty

Schedule: Part-Time

Posting Close Date: 07-Jan-2026

Date Posted: 05-Jan-2026

Job Summary

The NSF Institute for STudent-AI Teaming (iSAT) is hiring for a Research Communications & Operations Specialist. This role is ideal for graduate students or early-career professionals with an interest in research communications, academic publishing, and digital content management. The positions offers the ability to work in a hybrid fashion and the chance to gain experience in a dynamic, research-oriented environment.

CU is an Equal Opportunity Employer and complies with all applicable federal, state, and local laws governing nondiscrimination in employment. We are committed to creating a workplace where all individuals are treated with respect and dignity, and we encourage individuals from all backgrounds to apply, including protected veterans and individuals with disabilities.

Who We Are

The NSF Institute for Student-AI Teaming (iSAT) develops the theories and know-how for next-generation collaborative learning environments powered by AI technologies. In doing so, iSAT helps prepare the AI-literate workforces of the future and the institute serves as a national nexus point for empowering various stakeholders to envision and work for a future where AI becomes a social, collaborative partner that helps students and teachers make learning more effective and engaging.

What Your Key Responsibilities Will Be

- Create clear and engaging content for the institute's website, blog, newsletters, social media, and internal announcements.
- Format and maintain the institute's research publication records.
- Assist in translating academic research into accessible materials for both scholarly and general audiences.
- Support preparation of conference presentations, reports, and research briefs.
- Review and polish written content for clarity, consistency, and style.

What You Should Know

- This role is ideal for graduate students or early-career professionals with an interest in research communications, academic publishing, and digital content management.
- The position offers the ability to work in a hybrid fashion and the chance to gain experience in a dynamic, research-oriented environment.

What We Can Offer

- $25-$40 per hour (commensurate with experience).
- 52,000.00 - 83,200.00 annual salary equivalent.

Benefits

At the University of Colorado Boulder, we are committed to supporting the holistic health and well-being of our employees. Our comprehensive benefits package includes medical, dental, and retirement plans; generous paid time off; tuition assistance for you and your dependents; and an ECO Pass for local transit. As one of Boulder County's largest employers, CU Boulder offers an inspiring academic community and access to world-class outdoor recreation. Explore additional perks and programs through the CU Advantage program.

Be Statements

Be ambitious. Be groundbreaking. Be Boulder.

What We Require

- Bachelor's degree (completed or by start date) in psychology, communication, media, data - science, or related field.
- Experience creating and managing digital content (blogs, newsletters, social media).

What You Will Need

- Strong writing and editing skills.
- Excellent organizational abilities and time management.
- Experience with Google Workspace (Docs, Slides, Drive).
- Experience with Adobe Creative Suite (InDesign).
- Familiarity with PowerPoint and academic citation formats (APA, MLA, etc.).
- Basic knowledge of reference managers like Zotero or EndNote.

What We Would Like You to Have

- Familiarity with science communication and research processes.
- Experience in academic or nonprofit environments.

Special Instructions

To apply, please submit the following materials:

1. Resume
2. A short cover letter outlining your interest and relevant experience
3. 1-2 work samples as PDF (e.g., edited content, newsletter layout, slide decks, or publication list)

(Optional) Transcripts/Proof of Degree: If you are selected as the finalist, your degree will be verified by the CU Boulder Campus Human Resources Department using an approved online vendor. However, if your degree was obtained outside of the United States, please submit an English-translated version as an Optional document.Review of applications will begin immediately and will continue until **1/7/26.**Note: Application materials will not be accepted via email. For consideration, applications must be submitted through CU Boulder Jobs.

In compliance with the Colorado Job Application Fairness Act, in any materials you submit, you may redact or remove age-identifying information such as age, date of birth, or dates of school attendance or graduation. You will not be penalized for redacting or removing this information.