

ASME Fellow at OSTP Suggested Position Description

To carry out the Office of Science and Technology Policy (OSTP) legislated and other responsibilities, OSTP seeks an ASME Fellow to work on a broad range of science and technology topics which would benefit from mechanical engineering disciplinary experience, including but not limited to advanced manufacturing, artificial intelligence, computer/information science, emerging technologies, energy and power, health innovations, STEM Education, and skilled workforce. The Fellow will be fully embedded within OSTP, work closely with the leadership teams of OSTP policy teams, and play a critical role in OSTP's work advising the President on science, technology, and engineering aspects of US government policies and decisions, integrating and coordinating the US Federal science, engineering, and technology enterprise, and promoting global S&T cooperation. The Fellow will provide other support to OSTP on related topics, as required.

Position Overview:

OSTP seeks an ASME Fellow to work on a broad range of science and technology topics which would benefit from mechanical engineering disciplinary experience, including but not limited to advanced manufacturing, artificial intelligence, computer/information science, emerging technologies, energy and power, health innovations, STEM Education, and skilled workforce. The Fellow will be fully embedded within OSTP and provide critical support in advancing OSTP's agenda.

Objectives:

Work closely with policy teams and senior officials in OSTP and other Federal agencies to develop national science and technology policy recommendations related to the Fellow's background, and provide other support to include:

- Technical support for activities that OSTP participates in related to the Administration's initiatives.
- Research, analyze, and develop written materials (briefings, memos, visuals, etc.) on various policy topics.
- Coordination, where appropriate, across Executive Office of the President (EOP) components with equities in science and technology relevant to OSTP's goals and priorities.
- Supporting the National Science and Technology Council's (NSTC) ongoing activities, including coordination among science and technology agencies through NSTC bodies relevant to the Fellow's background and skills.
- Other tasks, as assigned, to support and collaborate with OSTP staff to advance specific policy goals, projects, and initiatives.

Responsibilities:

The Fellow must be capable of working independently and as a member of a team in a deadline-oriented environment. The Fellow will be responsible for conducting analysis of time-critical, sensitive, and confidential matters of national and international importance and will work with other EOP policy councils, as well as Federal Departments and Agencies.

The Fellow will be assigned to a specific OSTP policy team based on matching between a team's needs and the Fellow's experience, but the Fellow must also be capable of working across disciplinary, team, and organizational boundaries.

The Fellow will be responsible for synthesizing data from a wide variety of sources, including stakeholders outside the U.S. government, and presenting their analysis of this information and recommendations to senior members of the Administration. The Fellow must maintain awareness of national and international issues and White House positions on topics affecting the Fellow's area of expertise in order to provide timely and informed advice and analysis to OSTP and senior White House officials. The work involves the development of policy plans and approaches, socializing those concepts and incorporating feedback, and working with parties inside and outside the government to advance policy objectives. The Fellow will conduct substantive research and analysis; prepare reports, briefings, talking points, and correspondence; assist in staffing events; provide general support to OSTP leadership and teams, and perform other duties, as assigned.