

**SIGLA (States and Institutions of Governance in Latin America)
Center for Latin American Studies, Georgetown University
Predoctoral Fellowship Position Description (Abbreviated)
2024-25 Academic Year**

The SIGLA (www.sigladata.org) Predoctoral Fellow plays a proactive role in managing the SIGLA research project and the team of SIGLA Research Assistants (RAs) to ensure the project's work moves ahead steadily, efficiently, effectively, and in a coordinated fashion.

Responsibilities

- Institutional
 - Assist with / contribute to SIGLA planning and governance
 - Assist with biannual convening of International Advisory Board
 - Contribute to identifying and recruiting Research Partners and managing network
 - Assist with identifying and establishing institutional partnerships
- Fundraising and Budget / Grants Management
 - Identify funding opportunities
 - Contribute to grant proposal-writing
- Research and Publication
 - Co-author one or more publications about SIGLA and associated projects
- Team Management
 - Assist with RA recruitment, interviewing, and selection
 - Contribute to designing, structuring and leading onboarding and training of RAs
 - Assist with all aspects of managing RA team
 - Foster team cohesion
 - Attend full-team and country-team meetings and ensure within-team coordination
- Data Processes and Methods
 - Perform Standard Updating (U), Verification (VA), Quality Assurance (QA) and Publication (P) of SIGLA data
 - Assist with Live U&V+QA&P of SIGLA regional data
 - Manage RAs' execution of Initial U&V+QA&P and AdHoc U&V+QA&P
 - Keep up with ongoing events in SIGLA countries relevant to SIGLA institutions
 - Offer RAs general orientation and support their research
 - Review data RAs collect to ensure quality and accuracy
 - Assist with release process
- Documentation (Internal)
 - Contribute to the development of, and maintain current and well-organized, all internal documentation used to manage the SIGLA project, to outline rules and guidelines for data U&V+QA&P, and to track data U&V+QA&P
- Documentation (User-Facing)
 - Maintain Research Methodology
 - Maintain Technical Codebook