



# Positions

at the  
Institute for  
Intergovernmental  
Research

www.iir.com

## The Institute for Intergovernmental Research (IIR)

IIR, located in Tallahassee, Florida, is a nonprofit organization providing training, research assistance, and technical support for multiple federal grant programs. IIR is currently seeking qualified applicants to fill four full-time positions at our Tallahassee, Florida, office. These positions will support information sharing efforts at the local, state, regional, tribal, and national levels.

### Senior Research Associate

Duties include researching and drafting documents and outreach products regarding intelligence and information sharing initiatives such as fusion centers, coordinating technical assistance to state and local criminal justice agencies, and organizing and facilitating related meetings and training events. Preference will be given to applicants with experience in intelligence-related areas.

### Research Associate (2 positions)

Duties include providing support at meetings and trainings pertaining to information sharing efforts by assisting with agenda development, serving as on-site coordinator, documenting meeting proceedings, and conducting postmeeting follow-up. Preference will be given to applicants with experience in intelligence-related areas.

## Technical Research Associate

Duties include supporting technical working groups by researching and drafting documents regarding Service-Oriented Architecture frameworks, Extensible Markup Language (XML) and other Web-based standards, MOUs for security systems, and federated identity management, as well as providing meeting and logistical support. Preference will be given to applicants with experience and understanding in the area of information sharing technology.

### Position Requirements

Strong research and excellent writing skills are a must. Must be able to effectively communicate verbally and in writing with all levels of local, state, and federal officials, and work effectively in a team environment, as well as be motivated to work independently when required. All positions require a bachelor's degree and experience in a related field. Frequent travel will be required.

Final applicants will be required to submit to and successfully pass an intensive background investigation. Only qualified applicants should apply. IIR is an equal opportunity employer offering competitive salaries and an excellent benefits package. Salary will be commensurate with experience.

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## Resumes may be submitted to:

IIR  
Human Resources Manager  
Attn: ISE Positions  
P.O. Box 12729  
Tallahassee, FL 32317  
or fax to (850) 309-0829.

For more information about IIR, please visit our Web site at [www.iir.com](http://www.iir.com).