

Frequently Asked Questions

How do I apply for a job at the Samueli Institute?

You should submit a cover letter with salary requirements and resume to the email address provided in the job advertisement. When applying, please reference the name of the position you are applying for in the subject line of your email. Samueli Institute's policy is to not accept or retain unsolicited resumes. A resume will be considered unsolicited if it is not sent in response to a specific position vacancy for which the Institute is hiring at the time the resume is received. Unsolicited resumes will not be reviewed or retained.

How do I follow up with the hiring manager after I have applied?

After applying for a specific job posting, your resume will be sent to the appropriate person. If your background is a match, you will be contacted. Please do not call our office to follow up, as we have an automated system for forwarding resumes and office staff will not be able to answer questions about resume status.

How do I know if a position is still available?

If a position is no longer available, it will be removed from the website and will no longer appear on the page for open position listings.

Do I have to be a scientist to work at the Samueli Institute?

No. We have positions ranging from scientists and experienced professionals to entry level research and administrative staff positions.