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Research Assistant

2 months ago

Program Economic Studies **Job Function** Research **Job ID** 2017-1640 **Salary** Commensurate with experience

Overview

Join the top-ranked think tank for domestic economic policy! We invite you to apply for a position in the Brookings Institution's Economic Studies program (ES), where research assistants support experts as they focus on addressing obstacles to long-term economic growth and opportunity. ES Scholars provide insights to achieving and maintaining a strong labor market, designing sound fiscal policy, investing in human capital and infrastructure, improving the regulatory system, developing practical solutions to health policy, addressing concerns about pensions and retirement savings, and advancing opportunity and social mobility.

ES is committed to investing in the next generation of economic policy experts; each year ES employs approximately fifteen research assistants for one or two year appointments. We aim to recruit top talent with diverse backgrounds and perspectives to work on emerging and critical policy issues and offer innovative policy recommendations to improve the nation's economic future.

Research assistant positions in Economic Studies are entry-level and involve data analysis, verification of statistical and other material in manuscripts, statistical calculations, literature searches, and drafting written materials. The below allocation of duties describes the average division between tasks; the actual work will vary depending on the particular project needs of the scholars or centers to whom the RA is assigned. This position offers no opportunity for independent research during the first year. This position is best suited for those who have received an undergraduate degree in Economics, Mathematics, or other social sciences with a minor in Economics. Preferred start date is between June 1 and August 1. The starting annual salary will be mid 40's.

Responsibilities

Quantitative Analysis, Programming, and Statistical Support (50%)

- Works jointly with senior scholars, prepares and revises programming code, simulation macros, database files and regression estimates.
- Analyze data, using statistical packages and spreadsheets
- Prepares tables and graphs output from model simulations.
- Updates and checks existing databanks; assembles, consolidates, and checks data from new sources.

Research Support (40%)

- In collaboration with senior research staff, drafts material summarizing research results on specific topics as assigned, for incorporation into working papers and project publications
- Provides analytical reviews and summaries of existing literature pertinent to the projects.
- Locates and collects relevant documents and data from sources such as electronic databases, libraries, and government publications.
- Compiles, reads, abstracts, and organizes written material into bibliographic form and summaries.
- Maintains electronic bibliography files.
- Assist with special projects and perform other duties as assigned.

Project Support, Communications and Outreach (10%)

- Update web pages in support of the scholar's area of interest.
- Write and edit summaries to be posted on pages relating to scholar's work.

- Gather related bibliographic, link and current event information in support of pages to be created for a scholar's topic area.
- Work with ES communications team to prepare, lay out, and post scholar's work for publication on the web site.
- Coordinate with ES communications team on scholar's publication schedule
- Assist designated scholar(s) with event preparation and logistics as needed.

Duties and responsibilities vary depending on designated scholars

Qualifications

Education/Skills/ Experience:

Bachelor's degree in Economics, Mathematics/Statistics, Public Policy, or other Social Sciences with a minor in Economics required. One-year job experience in economics, policy research, and/or computer modeling preferred but not required. Competence to undertake research assignments with little supervision required.

Strong computer skills and experience required. Experience handling large data sets and models preferred. Independent research experience preferred. Experience with software such as SAS, STATA, SPSS and other econometric packages required.

Application Procedure:

Applications will be accepted until **February 16, 2018** **No applications will be accepted after this date and incomplete applications will not be considered.** Only those selected for an interview will be contacted. We will make selections by mid-March.

A complete application will include **ALL** of following items:

- Current resume
- Cover letter
- A copy of your latest undergraduate transcript (and a graduate transcript if applicable),
- Two letters of recommendation from professors or past employers/supervisors

Please submit your resume as instructed. Add your cover letter, letters of recommendation, and transcripts as separate attachments. (When you apply, the system will instruct you to attach your resume/cover letter as one attachment; please disregard and upload your cover letter separately under "Other Attachments".) If preferred, confidential letters of recommendation and/or official transcripts may be sent directly to Jennifer Ambrosino at jambrosino@brookings.edu, however, the same deadline applies. Please contact her with any specific questions you may have.

Please save your uploaded documents in the following format: **First Name Last Name JOB ID Document Name*

Successful completion of a background investigation is required for employment at Brookings.

Brookings is an equal-opportunity employer that is committed to promoting a diverse and inclusive workplace. We welcome applications from all qualified individuals regardless of race, color, national origin, gender, sexual orientation, age, religion, physical or mental disability, marital status, veteran status, or other factors protected by law.

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