

Summer 2020: The Lab @ DC Research Assistant

The Lab @ DC is an applied research team that aims to weave an agile, scientific approach to policy-setting and program operations into the fabric of day-to-day governance.

Using randomized evaluation, predictive modeling, resident-centered design, and analysis of administrative data, The Lab provides members of government and the public with timely, relevant, and scientifically rigorous evidence that informs the District's most important debates and decision-making processes. Projects have included a randomized controlled trial on body-worn cameras with the police department, a predictive model to identify where rats are in the city, and a user-centered design approach to making government forms more accessible for residents. Visit <http://thelabprojects.dc.gov/> to learn about the more than 30 projects the team has led in the past three years.

We are looking for a Research Assistant to join the team from **late May 2020 through mid-August 2020** for 40 hours per week. The ideal Research Assistant is comfortable with entry-level data collection and analysis in support of The Lab @ DC's research projects. In addition, they should be able to assist The Lab's scientists, operations staff, and leadership on thinking creatively and strategically about how insights from research literature can be transformed into policy and program designs that achieve District priority goals across many policy areas.

What you'll do:

- Monitor progress of projects and fidelity of implementation, flexibly developing adjustments as needed, in order to ensure timely and accurate execution.
- Conduct literature reviews.
- Collect and analyze data in R or Python.
- Assist in the design, implementation, and analysis of policy and program evaluations, including randomized controlled trials (RCTs), quasi-experimental analyses, and other methodologies as appropriate.
- Draft memos and reports of The Lab @ DC projects for diverse audiences, including scientific experts, government practitioners, and public stakeholders.

What we're looking for:

- At least 1 year of professional work experience.
- A Bachelor's degree in psychology, sociology, political science, statistics, economics, mathematics, data science, or other social science field; and currently in pursuit of a Master's degree or Ph.D.
- At least 1 semester of statistical programming language (R or Python).
- Interest in government and/or research.
- Experience managing complex tasks under deadline pressures.
- Strong interpersonal skills, including the ability to develop and maintain relationships with a diverse range of agency partners.
- Strong oral and written communication skills.

What we'd love:

- Experience working with survey instruments (e.g., SurveyGizmo).
- Proficiency with R and/or Python.
- Experience conducting/assisting on quasi-experimental design research projects.
- Experience working within government or in partnership with government stakeholders.
- Experience with graphic design and communication strategies.

What you should know:

- To apply, submit an application through the District Leadership Program, DC government's internship program (<https://dchr.dc.gov/page/district-leadership-program-dlp-paid-internship-opportunity>).
- Applications are due by March 27th and require essay responses, a transcript, and letter from your school administrator. Be sure to note the "Office of the City Administrator" as one of your top three preferred agencies or offices.
- All candidates must be in DC on May 15th for an in-person interview.
- Preference will be given to residents of the District of Columbia and graduates of a DC high school.
- The position is paid hourly (typically \$15-\$20/hour) based on experience.