

W.E. UPJOHN INSTITUTE FOR EMPLOYMENT RESEARCH

POSITION SUMMARY

- JOB TITLE:** Editorial Assistant Intern, Economic Development Quarterly
- BACKGROUND:** *Economic Development Quarterly: The Journal of American Economic Revitalization* (EDQ) is a national journal dedicated to disseminating the latest research findings in economic and workforce development and to advancing critical discussion. EDQ serves as a platform for the exchange of ideas among practitioners, academics, and informed citizens. The **mission** of EDQ is to promote research supporting the formulation of evidence-based economic and workforce development policy, program, and practice in the United States. See <http://edq.sagepub.com/>
- SUMMARY OF JOB:** The EDQ Editorial Assistant Intern assists with a range of administrative and editorial tasks, such as research, proofreading, writing, data collection, database management, and data visualization relative to the journal and projects. Job tasks may also include creating and producing digital content and promotion, and/or assisting with basic design tasks using PowerPoint, InDesign, or other applications. The incumbent is given direction and supervision for the responsibilities provided and the timeframe for which the tasks need to be performed.
- NATURE OF DUTIES PERFORMED:** Receives task specifications and data requirements from the EDQ Managing Editor. Communicates with EDQ Managing Editor to resolve questions or issues.
- With guidance, develops databases and performs analysis, reviews results for reasonableness, and assists with integrating material into reports and presentations. Creates, organizes, and maintains database sources. Proofreads/edits products as requested. Attends and assists in preparing documents/products for EDQ Editorial meetings. Designs and produces material for digital/online promotion.
- Performs other duties as assigned to support additional Institute initiatives.
- REPORTING RESPONSIBILITIES:** The EDQ Editorial Assistant Intern reports to the EDQ Managing Editor and/or designate for project assignments and direction.
- EDUCATION & EXPERIENCE:** Excellent verbal and communications skills. Strong organizational skills and ability to meet deadlines. Attention to detail. Experience in use of Word and Excel, as well as data visualization tools such as PowerPoint. Course work in media studies, English, grammar, social sciences, economics, economic development, workforce development, public policy, urban affairs, or related field required. Bachelors Degree in the above areas preferred, but not required. Experience and familiarity with the style format of the American Psychological Association (APA) preferred.
- TYPE OF POSITION:** This position is designed as an internship and is time limited in nature, based on the length of needs and resources of the organization.

Application Instructions

Send resume and letter of interest to hr@upjohn.org