

The W. E. Upjohn Institute for Employment Research Internship Opportunity

Since 1932, the W.E. Upjohn Institute for Employment Research has functioned as one of the world's leading independent labor economic research organizations, seeking to research the causes and effects of unemployment and methods of alleviating it.

Our Regional Economic Planning Team helps clients analyze data to make informed decisions regarding economic workforce development and impact studies, talent assessments as well as urban and regional planning issues.

The Institute is seeking a **Regional and Economic Planning Services Intern** to work with our Regional Team on project management.

Summary of Internship

This position will work closely with the Institute's Regional Team and gain exposure to local, regional and state economic development projects. As part of the team, the intern will maintain awareness, track and facilitate communications regarding team projects.

This position is under the supervision and guidance of the Director of Regional Economic Planning Services (or their designee).

Responsibilities and Tasks

Maintain awareness of department projects including deadlines, status, timelines and milestones. Responsible for tracking, reporting and communicating project progress and necessary information to project team members. Manage project files and data sets for statistical reports. Coordinate and schedule internal and external meetings. Prepare documentation as requested. Prepare, develop, format, review and edit papers, presentations, reports, visualizations and other materials. Compile statistical reports.

Learning Objectives

- Gain applied experience in business organization and management
- Develop applied skills in professional communication including presentation, data visualization and writing
- Acquire and expand data related skills including locating, validating, analyzing and presenting data

Necessary Skills and Experience

High degree of proficiency in applied Microsoft Office computer software required. Must be extremely organized and perform all work with great accuracy. Strong verbal and written communication skills required. Must enjoy working independently as well as part of a team.

Length and Schedule of Internship

Internships are time limited, typically lasting three to six months. Length and schedule are negotiable based on the needs of the department and the candidates' educational goals.

How to Apply

Interested candidates should submit a cover letter, resume and list of references to HR@upjohn.org by Friday, March 2, 2018.