

## **W.E. UPJOHN INSTITUTE FOR EMPLOYMENT RESEARCH JOB DESCRIPTION**

**JOB TITLE:**                    **Regional Research Intern**

**SUMMARY OF JOB:**        Provide assistance in data collection, statistical analysis, data visualization and data coaching relative to regional team projects. Confirm results of analyses meet specifications and deliver in a usable fashion. Direction and supervision will be given for the responsibilities provided and the time frame for which they need to be performed.

**NATURE OF DUTIES PERFORMED:**    Receive task specifications and data requirements and communicate with team to resolve questions or issues. With guidance, develop databases and perform analysis. Review results for reasonableness. Assist with integrating material into project reports and presentations. Organize and maintain data sources. Proofread project reports as requested. Perform other duties as assigned to support additional Institute initiatives.

**REPORTING RESPONSIBILITIES:**        Director, Regional Team

**EDUCATION & EXPERIENCE:**        Course work in the social sciences, economics, mathematics, statistics, or related field required. Experience in use of computer software such as Excel or Stata, as well as data visualization tools such as PowerPoint, 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.