

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 *Economic Development Quarterly* (EDQ) Team is dedicated to disseminating the latest research findings in economic and workforce development and to advancing critical discussion. EDQ is a national journal that serves as a platform for the exchange of ideas among practitioners, academics, and informed citizens.

The Institute is seeking an **Editorial Assistant Intern** to work with our *Economic Development Quarterly* journal team on promoting 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 Internship

This position will assist with a range of administrative and editorial tasks, such as research, proofreading, writing, data collection, database management, and data visualization relative to the journal as well as research 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 intern is given direction and supervision for the responsibilities provided and the timeframe for which the tasks need to be performed.

This position is under the supervision and guidance of the EDQ Managing Editor.

Responsibilities and Tasks

Receive tasks, data requirements and maintain communication with EDQ Managing Editor to resolve issues or ask questions.

With guidance, develop databases and perform analysis, review results for reasonableness, and assist with integrating material into reports and presentations. Create, organize, update, and maintain database sources. Proofread/copy edit products as requested. Attend and assist in preparing documents/products for EDQ Editorial meetings and research conferences. Design and produce material for digital/online and social media promotion.

Perform other duties as assigned to support additional Institute initiatives.

Learning Objectives

- Cultivate self-confidence, improve interpersonal skills, work effectively with others, implement time management skills, and enhance decision-making abilities
- Improve writing, communication, and proofreading capabilities
- Increase proficiency in the applied use of Microsoft software programs (e.g., Word, Excel, PowerPoint) by designing, creating, and managing spreadsheets, databases, matrices, and presentations
- Learn, hone, and/or develop skills in collecting and organizing data and database management
- Learn the editorial and operation processes of a national academic journal

Necessary Skills and Experience

Course work in media studies, English, grammar, social sciences, economics, economic development, workforce development, public policy, urban affairs, or related field required. Bachelor's degree in the above areas preferred, but not required.

Excellent verbal, organizational and communications skills along with the ability to meet deadlines. Attention to detail and knowledge of basic grammar. Experience using Word and Excel, and data visualization tools such as PowerPoint. Experience and familiarity with the style format of the American Psychological Association (APA) preferred.

Length and Schedule of Internship

Internships are time limited in nature, based on the length of needs and resources of the Institute. This position is 19 hours per week and scheduled for no more than six months.

We Will Provide

- Challenging assignments and responsibilities
- Meaningful projects that complement academic programs and/or career interests
- A broad exposure to our organization
- Consistent feedback, supervision and mentoring
- Industry relevance and real-world application
- An encouraging, approachable and welcoming environment

Expected Outcomes

As the EDQ Editorial Assistant intern, you will be part of a team that delivers an internationally known peer-reviewed journal in a quality and timely manner. You will additionally benefit by supporting quality research at a leading employment and labor research institution.

How to Apply

To be considered, interested candidates should submit a cover letter, resume and list of at least five references to HR@upjohn.org by April 30, 2019.