

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 and Economic Planning Services group conducts applied quantitative and qualitative research in regional economics for public, private and not-for-profit clients. including publishing regional forecasts and providing insights into regional economies.

The Regional group is seeking a Research Intern to provide support in creating output-based products that communicate research findings to a broad set of audiences.

Summary of Internship

The Regional Team Research Intern provides assistance in data collection, statistical analysis, data visualization, and data coaching relative to regional team projects. The Regional Team Research Intern collects the data, performs quality checks of the data, conducts the analyses, confirms that the results of the analyses meet specifications, and delivers the results to the Regional Team in a useable fashion.

This position is under the supervision and guidance of the Regional and Economic Planning Services Director or designate for project assignments and direction.

Responsibilities and Tasks

Receives task specifications and data requirements from the Regional and Economic Planning Services Director or designate. Communicates to resolve questions or issues.

With guidance, develops databases and performs analysis. Reviews results for reasonableness. Assists with integrating material into project reports and presentations. Organizes and maintains data sources. Proofreads project reports as requested.

Perform other duties as assigned to support additional Institute initiatives.

Learning Objectives

- Learn how to integrate data into project reports
- Learn how to integrate data into presentations
- Learn how to combine individual data visualizations so that they become part of a final product
- Learn how to read and proof products for dissemination

Necessary Skills and 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

Length and Schedule of Internship

The internship is part-time (19 hours per week) for a maximum of six months or full-time for a maximum of three months. Schedule is flexible.

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

The Research Intern will help develop final products that incorporate data into client-ready products.

How to Apply

Interested candidates should submit a cover letter, resume and list of references to HR@upjohn.org.