

## **RESEARCH ASSISTANT, KALAMAZOO PROMISE – REGIONAL ECONOMIC AND COMMUNITY DEVELOPMENT**

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

#### **Position Summary**

The W.E. Upjohn Institute for Employment Research is seeking a talented Research Assistant to cultivate knowledge of student success and community impact of the Kalamazoo Promise by providing technical assistance and data analysis for the Kalamazoo Promise and the Upjohn Institute. The Research Assistant works closely with Institute staff on research and data projects, both quantitative and qualitative. Collaborates with the staff of the Kalamazoo Promise to understand their research and fulfill data requests. The Research Assistant will also fulfill data requests from community partners and the media. Responsibilities include assembling and cleaning required data, designing and maintaining analytic databases, and performing statistical analysis to inform research questions. Maintains the Institute's Promise Programs Database of similar community scholarship programs.

#### **Position Requirements**

Bachelor's Degree in public policy, economics, mathematics, computer science, political science, or related social sciences field required. Experience and demonstrated ability with statistical software packages, such as STATA, preferred. Strong written and verbal communication skills required. Statistical analysis, problem-solving, and attention to detail required. Promise alumni preferred.

#### **About Regional Economic and Community Development**

The Regional team's research focuses on applied economic and technical assistance and addresses issues in regional economies, economic development, workforce/occupational development, evaluation, and economic impact modeling and analysis. The team assists corporate, nonprofit, economic, and workforce development entities as well as all levels of government in problem resolution and strategic decision-making. In addition to specific expertise in Southwest Michigan, the team supports organizations across the state and the nation, including government agencies and Fortune 500 companies. The regional team provides economic outlook presentations inside and outside of Michigan, annual economic and employment forecasts for Southwest Michigan's metropolitan areas. It produces a monthly publication, Regional Economic Trends for West Michigan. Each issue summarizes the latest county-level data on employment, job growth, and job postings in an easy-to-read visual format. Reports are available for Branch, Calhoun, Kalamazoo, and St. Joseph counties. Special issues will also feature economic forecasts for the region, designed to provide detailed insight and understanding of economic trends.

## **About the W.E. Upjohn Institute for Employment Research**

Since 1932, the [Upjohn Institute](#) has functioned as one of the world's leading independent, non-partisan, and non-profit labor economics research organizations, seeking to research the causes and effects of unemployment and to devise ways and means of alleviating hardships caused by unemployment. The Institute also houses the administrative arm of the local workforce development programs.

The Institute is fully committed to the continued development and support of an environment of inclusion. The Institute has an active diversity, equity, and inclusion committee whose recent recommendations led to enhanced personnel policies and employee benefits and expanded staff training and professional development opportunities.

The Institute offers a competitive salary and generous benefit package.

### **Application Instructions**

Submit resume and letter of interest including salary requirements to [hr@upjohn.org](mailto:hr@upjohn.org).