

RESEARCH ANALYST – PRESIDENT SUPPORT W.E. UPJOHN INSTITUTE FOR EMPLOYMENT RESEARCH

The W.E. Upjohn Institute for Employment Research is seeking a talented Research Analyst to work under the supervision of and support project work being conducted by the Institute's President.

What You Will Do

This new position is responsible for providing technical assistance and analyzing data for employment related economic research projects. Responsibilities include assisting the President in organizing research and developing presentations for talks being done by the President. The role also assists in the preparation of short analytical research pieces for publication on the Institute website, preparation of talking points for public meetings and press interviews, preparation of social media posts, and additional duties that arise from the President's efforts. Work includes slide and presentation development, monitoring and reviewing economic trends, analyzing and interpreting economic data, reading economic and business literature in support of research for short analytical pieces, as well as additional responsibilities that arise from the President's work.

This position will work in a hybrid environment both in-office and remotely. As such, the individual will need to live within driving distance of Kalamazoo, Michigan.

What You Need

Bachelor's degree in related field required. Knowledge of statistical and econometric methods required. Knowledge of Microsoft Office software; especially Word, Excel, and PowerPoint is also required. Must possess an understanding of data analysis and critical eye for detail. Data visualization skills required. Strong written and verbal communication skills required. Knowledge of Stata, R, or other programming languages is desirable.

About the W.E. Upjohn Institute for Employment Research

Since 1932, the [Upjohn Institute](http://www.upjohn.org) 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 Upjohn Institute is an Equal Opportunity Employer and as such, is committed to affirmative action steps to help achieve a goal of equality in the treatment of employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity, marital status, age, height, weight, national origin, veteran or disability status in hiring, promotion training and development, compensation, transfer, termination, disciplinary action, and all other personnel actions and Institute related functions and activities.

Starting salary for this position is \$55,000 - \$57,000 based on experience. The Institute offers a generous benefits package.

Application Instructions

Submit resume and letter of interest to hr@upjohn.org.