

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.

“Promise: Investing in Community” is a major research initiative that focuses on studying place-based policies. Launched in 2018, the initiative focuses on how communities—with their own resources—can create broadly shared prosperity by helping residents get and keep good jobs. Our research agenda encompasses work on both labor supply and labor demand, as well as their intersection, incorporating past Institute research into place-based scholarships, economic development incentives, and workforce training. We are interested in issues of economic development in both urban and rural areas, and in who is really being included in the benefits and costs of place-based policies.

“Promise: Investing in Community” 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 research intern for place-based policies will assist with quantitative and qualitative research on policies that help communities develop better job opportunities for their residents. Such policies include place-based college scholarships, like the Kalamazoo Promise, workforce training initiatives, and targeted assistance to local businesses, among others. Specific tasks may include, but are not limited to: using Excel and statistical software to analyze data, conducting literature searches, cowriting memos and briefs, and assisting researchers in meeting and interviewing stakeholders.

This position is under the supervision of the Program Manager for project assignments and direction.

Responsibilities and Tasks

Receives task specifications and data requirements from the Promise: Investing in Community Directors or designate. Communicates to resolve questions or issues.

With guidance, develops datasets 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

Proficiency in MS Office (especially Excel) and some coursework in quantitative social science, as well as excellent writing and communication skills, required. Experience with guided academic research (as with a professor) or team projects in social sciences preferred. Familiarity with statistical software (Stata, R) and working knowledge of multi-purpose programming languages (e.g., Python) a plus.

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. In-person and remote options are both feasible.

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 policy-based products.

How to Apply

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