

## **RESEARCH ASSISTANT / RESEARCH ANALYST W.E. UPJOHN INSTITUTE FOR EMPLOYMENT RESEARCH**

### **Position Summary**

The W.E. Upjohn Institute for Employment Research is seeking a talented Research Assistant or Research Analyst to support PhD researchers with statistical programming and analysis of data in research projects. This is an entry-level position, intended for recent graduates of bachelor's or master's programs including, but not limited to, those who are considering pursuing a PhD and wish to further their knowledge in statistics, data analysis, and economic and policy analysis. The Research Assistant position offers opportunity for promotion to research analyst, a position that is intended for those with a bachelor's or master's degree and sufficient research experience. The individual selected for this position will enter the organization in either the Assistant role or the Analyst role, provided they have qualifying experience.

Research Assistants/Analysts work closely with PhD researchers on empirical projects that often use large databases. Their work largely involves statistical programming; assembling, structuring, and managing databases; analysis of data; and preparation of empirical results for presentation in reports, working papers, and articles. Work also includes writing documents that detail data sources, variable definitions, and the design of databases. The incumbent may be asked to proofread final written documents.

### **Position Requirements**

A bachelor's degree or a master's degree with considerable experience in statistics, econometrics, and computer programming is required. Research experience—for example, working with a faculty member on one or more research projects—is desirable.

Knowledge of basic statistical and econometric methods; experience with at least one statistical programming language, preferably Stata; experience with database structures and data management; and knowledge of Microsoft Office software, especially Word, Excel, and PowerPoint, are required. Knowledge of other programming languages such as R and Matlab and of machine learning concepts is desirable. Attention to detail is essential.

### **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 to [hr@upjohn.org](mailto:hr@upjohn.org).