

Updated: March 1, 2010

Research Assistant (paid)

The Oregon Center for Public Policy offers summer research assistant positions in policy analysis. This position is open to both undergraduate and graduate students. **While OCPP accepts applications from any academic discipline, the research assistant is expected to have strong quantitative analysis skills.**

OCPP is a Silverton, Oregon-based non-profit that does in-depth research and analysis to advance policies and practices that improve the economic and social opportunities of all Oregonians. **Applicants are strongly encouraged to visit our website for more information: www.ocpp.org.**

Responsibilities:

The research assistant for the summer of 2010 will focus on background research for our biennial State of Working Oregon report, which will be released in the fall. The research assistant should be prepared to perform the following tasks:

- analyzing quantitative data using various software packages
- developing charts, graphs or informational pieces
- writing brief analyses or parts of larger research reports
- developing educational materials
- gathering research information from traditional and electronic sources
- other duties as assigned

The research assistant may spend some time (less than 10%) on administrative tasks such as answering phones, filing, or mailings.

Applicants should:

- have completed the sophomore year as an undergraduate
- be comfortable with Windows-based software and be able to spend extended periods at a computer terminal
- have **completed** at least one year of quantitative analysis experience (coursework or the equivalent) such as statistics, econometrics, or data analysis and be comfortable working with quantitative data
- have excellent written and oral communication skills
- be discreet and mindful of confidential information
- be committed to the goals of the Oregon Center for Public Policy

The position is based at the OCPP office in Silverton, although telework arrangements can be negotiated. This position is approximately 40 hours per week; however, we will consider part-time applicants. The position pays \$9-\$11/hr depending on level of education and experience. Starting and ending dates are flexible, with a maximum term of approximately 15 weeks.

See over for instructions on how to apply.

How to apply:

Application Packet: Please submit the following:

1. A cover letter (see below).
2. A current resume. Remember to include volunteer and school activities.
3. If you are a current student, the name of a faculty contact with whom OCPP may periodically communicate about the position.
4. A list of three current references (your faculty contact may be one).
5. A short (3-5 page) writing sample that demonstrates your writing ability.

Your **cover letter** should include the following and may be more than one page in length:

1. An explanation of why you wish to work at OCPP.
2. A description of your areas of interest. Be specific.
3. A description of your quantitative analysis experience and skills, including proficiency with software.
4. A description of what you hope to achieve in this position.
5. How many hours you would like to work per week and your preferred start and end dates.
6. If relevant, a description of the academic requirements this position will fulfill.
7. Any other information you feel would be relevant to the position.

Deadline: OCPP will accept applications for this position through Friday, April 16.

Process: The research assistant position is highly competitive. OCPP will screen applications and may conduct one or more interviews.

Address:

Attn: Research Assistant Position
Oregon Center for Public Policy
PO Box 7
Silverton, OR 97381-0007
Phone: 503-873-1201
Fax: 503-914-1746
E-mail: intern (at) ocpp.org

You may also submit your application via fax or via e-mail (MS-Word or Rich Text Format).

Please feel free to direct questions to Joy Margheim (e-mail is [jmargheim \(at\) ocpp.org](mailto:jmargheim@ocpp.org); other contact info same as above).