



Updated: February 9, 2004

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 the OCPP accepts applications from any academic discipline, the research assistant is expected to have strong quantitative analysis skills.**

The Oregon Center for Public Policy is a Silverton, Oregon-based non-profit using research and analysis to advance policies and practices that improve the economic and social prospects of low- and moderate income Oregonians, the majority of Oregonians. **Applicants are strongly encouraged to visit our website for more information: www.ocpp.org.**

Responsibilities:

The research assistant will work with OCPP analysts on a variety of projects:

- 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 should expect to spend some time (less than 15%) 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 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. This position is approximately 40 hours per week; however, we will consider part-time applicants. The position pays \$8-\$10/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 the 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 pages) writing sample that demonstrates your writing ability

Your **cover letter** will include the following and may be more than one page:

1. An explanation of why you wish to work at the 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 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: The OCPP accepts applications for this position from February 1st to April 30th.

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

Address:

Oregon Center for Public Policy
Attn: Jacque Greenleaf
PO Box 7
Silverton, OR 97381-0007
Phone: 503-873-1201
Fax: 413-604-0370
E-mail: jgreenleaf@ocpp.org

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

Please feel free to contact Jacque Greenleaf (information above) with your questions.