

# Student Research Assistant

**Position type:** Hourly

**Campus:** University of Massachusetts Donahue Institute (UMDI)

**Department:** Economic & Public Policy Research (EPPR)

**Primary Work Location:**

100 Venture Way, Hadley MA 01035

**Normal Work Schedule:**

This position will average 32-40 hours/week during the 2024 summer break, with opportunity for part-time work (minimum 15 hours/week, maximum of 20) through the 2024 – 2025 academic year.

**Job Summary:**

The UMass Donahue Institute's Economic & Public Policy Research group (EPPR) is seeking qualified applicants currently in their Junior year of undergraduate education for the position of Student Research Assistant. EPPR produces industry analyses, regional economic studies and public policy reports on topics of interest to policymakers in government, business, and academia.

Student Research Assistants work under the direction of UMDI research professionals. They support the work of UMDI through quantitative and qualitative research and analysis, creating data visualizations, performing literature reviews, assisting with surveys, and other research tasks as needed. Depending on the qualifications of the successful applicant, the position may entail writing duties and some independent project tasks. Student Research Assistants may be able to receive academic credit through their academic departments for their work at the UMass Donahue Institute.

**Essential Functions:**

- Assist with data collection (surveys, key informant interviews, focus groups) and literature reviews;
- Perform data entry, data cleaning, and quality assurance tasks;
- Assist with basic quantitative and qualitative analysis;
- Prepare charts and tables;
- Assist with writing memoranda and sections of reports.

**Other Functions:**

- Other duties as assigned.

**Minimum Qualifications (Knowledge, Skills, Abilities, Education, Experience):**

- Current status as a Junior UMass Amherst undergraduate student with plans to graduate at the end of the 2024-2025 academic year;
- Demonstrated proficiency in professional office software, such as Word, Excel, PowerPoint;
- Demonstrated ability to develop charts and tables;
- Interest in gaining experience working with data;
- Interest in the topic of economics and public policy in Massachusetts.

**Preferred Qualifications (Knowledge, Skills, Abilities, Education, Experience):**

- Completion of a statistics course and/or research methods course, with an introduction to statistical software such as Stata, SPSS, R, or SAS;
- Students with majors in Economics, Geography, Regional Planning, Resource Economics, Public Policy, Sociology or related disciplines;
- Familiarity with Access, ArcGIS, or other database software.

**Working Conditions:**

- Multiple hours in a stationary position, using office equipment and computers, attending meetings, working closely and collaboratively with others.
- This position requires strong attention to detail, high levels of accuracy and organization, and the necessity to meet deadlines.
- On-site environment is a busy, open office area with multiple interruptions and requests for assistance.
- The physical/mental demands and work environment factors described above are representative of those that must be met by an employee to successfully perform the essential functions of this job.

**Additional Details:**

- This position is funded by grants and/or contracts, and is contingent upon funding;
- Applicants must be work authorized for employment in the U.S.
- Pay rate of \$17.00/hour.
- Interested applicants should apply by April 30, 2024 by sending a cover letter, resume, and list of three (3) references to [EPPRrecruitment@donahue.umass.edu](mailto:EPPRrecruitment@donahue.umass.edu).