

*Looking to further develop your research and analytic skills outside of the classroom? Passionate about social policy? Want to work remotely?*

## **The Prenatal-to-3 Policy Impact Center has a Student Data Associate position available for Summer 2023!**

### **PROGRAM DESCRIPTION**

The Prenatal-to-3 Policy Impact Center is a policy research group at Vanderbilt University's Peabody College under the direction of [Dr. Cynthia Osborne](#). The Policy Impact Center aims to be the go-to resource for actionable evidence for state policy leaders as they develop and implement the most effective policies that ensure children get off to a strong start and thrive. Visit the Policy Impact Center at [pn3policy.org](http://pn3policy.org) for more on our projects and partners.

### **PROJECT DESCRIPTION**

The Prenatal-to-3 Policy Impact Center is developing a database that compiles national- and state-level data together to facilitate research that fills the gaps in the evidence base on the effectiveness of state policy choices. The Student Data Associate will support database creation, working closely with senior data staff.

### **POSITION DESCRIPTION**

This position is open to students from any university, though priority may be given to Vanderbilt University students. The position is open to students of all levels, including undergraduate, Master's, and Doctoral students. We are open to a student using this experience for internship credit at their university.

This position is best for a student who understands public policy and has some experience identifying reputable government/policy data sources; collecting and coding data; and/or using a database to conduct basic data analyses. Additionally, this position is best for a student who is eager to learn more about database creation, management, and research design from experienced data staff.

The Student Data Associate will support background research to identify, collect, and organize citations for observations of policy-related variables; identification of reputable data sources; variable coding; and codebook and documentation creation.

Depending upon their experience, the Student Data Associate may also support the production of descriptive tables and graphs, memos for internal meetings, and planning and conducting correlational analyses.

## **REQUIRED QUALIFICATIONS**

- Strong attention to detail
- Interest in early childhood public policy
- Intellectually curious and independently motivated
- Independent and reliable worker with strong work ethic
- Experience working with government sources, especially regulations/statutes, or an eagerness to learn
- Basic familiarity with Microsoft Excel (experience with formulae and other advanced features not necessary).
- Adherence to the rules/norms of academic integrity with regard to citations, attribution of work, and summarizing the work of others
- Strong communication skills (both verbal and written)
- Completed coursework in one or more of the following areas:
  - computer science
  - developmental psychology
  - political science
  - public policy
  - statistics

## **PREFERRED QUALIFICATIONS**

- Basic Stata proficiency or experience with another statistics program (e.g., R, Python (NumPy), MATLAB) and an eagerness to learn
- Foundational understanding of empirical research design
- Experience with data management and manipulation

## **TERMS OF EMPLOYMENT**

- Position is 100% remote
- Summer 2023 – exact start and end dates are flexible, with preferred start date by June 5
- 20 hours per week minimum, up to a maximum of 30 hours per week
- Pay rate is dependent on qualifications
- Potential to continue in subsequent semesters, depending on quality of work and funding
- Independent use of program data must be approved by Policy Impact Center Executive Director

### **To be considered for the Student Data Associate position, please submit:**

- Cover letter
- Resume
- Current summer schedule of commitments including classes, practicums/internships, etc.
- A list of three references (name, email address, and phone number)

Complete application materials should be sent to Danielle Kahikina at [Danielle.R.Kahikina@Vanderbilt.Edu](mailto:Danielle.R.Kahikina@Vanderbilt.Edu). The application deadline is Friday, May 12. Competitive candidates will be contacted on a rolling basis for an interview.