

Looking to further develop your research and analytic skills outside of the classroom? Passionate about social policy? Want to work on exciting projects in a fast-paced work environment?

The Prenatal-to-3 Policy Impact Center has Graduate Research Assistant positions available for Spring 2024

PROGRAM DESCRIPTION

The Prenatal-to-3 Policy Impact Center is a policy research group at the 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 for more information on our work.

For Spring 2024, the Policy Impact Center is hiring students to support the work of the Policy Team, which:

- Analyzes existing research to determine the strength of the evidence and implications for policy (e.g., see the [Prenatal-to-3 Policy Clearinghouse](#)) and promoting equity (through equity-focused policy evidence reviews); and
- Learns from and shares with the field what policies states are implementing, the goals states have and the challenges they are incurring, as well as the progress states are making toward building a more effective and equitable system of care (e.g., see the [2023 Prenatal-to-3 State Policy Roadmap](#)).

The Policy Team seeks Graduate Research Assistants with an interest or background in early childhood and the following policy areas: child and parent health, economic and family supports, and early care and learning.

POSITION DESCRIPTION

Graduate Research Assistants will:

- Gain valuable research and policy skills working closely with experienced researchers;
- Provide research support to staff and faculty researchers, including collecting and synthesizing rigorous policy and program research, tracking legislative, administrative, and implementation progress for policies and programs, and assisting with primary and secondary data collection;
- Assist with policy data analysis (highly skilled data analysts should inquire about Data GRA positions);
- Contribute to writing policy briefs, evidence reviews, and research reports;
- Attend and take quality notes at relevant webinars, meetings, and events; and
- Provide other support as needed.

QUALIFICATIONS

Required Qualifications:

- VU Professional student (not limited to Peabody students, but relevant background required);

- Strict attention to detail;
- Independent and reliable worker;
- Excellent writing skills – ability to clearly synthesize research and communicate to different audiences
- Strong analytic and organizational skills;
- Exceptional project management and time management skills;
- Strong communication skills (both verbal and written); and
- Adhere to the rules/norms of academic integrity with regard to citations, attribution of work, and summarizing the work of others.

Preferred Qualifications:

- Interest and relevant experience in early childhood policy in one of the following areas: child and parent health, economic and family supports, early care and learning;
- Interest and relevant experience in state policy (e.g., tracking legislative progress, understanding policy implementation) and/or policy research (e.g., understanding of strong research methodologies).

TERMS OF EMPLOYMENT

- Spring 2024 appointment: January 8, 2024 to May 15, 2024, start and end dates can be negotiated if needed
- 20 hours per week
- Pay rate is monthly salary
- Tuition and health coverage support will be considered
- Position may qualify for internship credit, please indicate interest on application
- Strong 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, Dr. Cynthia Osborne.

To be considered for a GRA position, please submit:

- Cover letter
- Resume
- GRA Information Request Form (attached in detailed position description)
- 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. Applications will be accepted through Friday, November 24, and competitive candidates will be contacted on a rolling basis.