

*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 Evaluation GRA 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](https://pn3policy.org) for more on our projects and partners.

The Evaluation GRA position will support fulltime researchers on the Research & Evaluation Team to conduct program evaluations, policy analyses, and benefit-cost analyses of programs and policies that support young children and their families.

### **POSITION DESCRIPTION**

Evaluation Graduate Research Assistants will:

- Provide research support to faculty and staff researchers
- Gain valuable research and program evaluation skills working closely with experienced researchers
- Support and participate in data collection, including instrument design and management
- Assist with data analysis, as skills and experience allow
- Contribute extensively to writing policy briefs and reports
- Attend and take quality notes at relevant webinars, meetings, and events
- Other tasks and support as needed

### **QUALIFICATIONS**

- VU Professional student (not limited to Peabody students, but relevant background required)
- Strict attention to detail
- Independent and reliable worker with strong work ethic
- 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)
- Adhere to the rules/norms of academic integrity with regard to citations, attribution of work, and summarizing the work of others
- Intellectually curious and independently motivated

- Experience with Stata is preferred, but not required.
- Spanish fluency a plus

#### **TERMS OF EMPLOYMENT**

- Spring 2024 appointment: January 8, 2024 to May 15, 2024, start and end dates negotiations may be considered
- 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)
- 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). Applications will be accepted through Friday, November 24, and competitive candidates will be contacted on a rolling basis.