

*Looking to further develop your research and analytic skills or develop your data management 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 Summer and Fall 2024**

### **PROGRAM DESCRIPTION**

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

The Policy Impact Center has Graduate Research Assistant positions available across three teams: Policy, Research and Evaluation (Evaluation), and Data and Analysis (Data). Detailed program descriptions for each team are below.

### **POSITION DESCRIPTION**

Policy 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.
- Contribute to writing policy briefs, evidence reviews, and research reports.
- Attend and take quality notes at relevant webinars, meetings, and events.
- Provide other support as needed.

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.

Data Graduate Research Assistants will:

- Work closely with data staff to support data management and analysis across multiple program and policy evaluation projects.
- Gain valuable program evaluation, data cleaning, data management, and analytic skills working closely with experienced researchers.
- Use Stata to assist with data cleaning, data management, and analysis.
- Gain exposure to working with raw survey data and large relational administrative datasets.
- Other tasks and support as needed.

## **QUALIFICATIONS**

Policy Impact Center Required Qualifications:

- VU Professional or Graduate 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).
- Adhere to the rules/norms of academic integrity concerning citations, attribution of work, and summarizing the work of others.
- Intellectually curious and independently motivated.
- **Data Team:**
  - Experience with data management and manipulation.
  - Experience with Stata

Preferred Qualifications:

- **Policy Team:**
  - 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).
- **Research Team:**
  - Experience with Stata.
  - Spanish fluency.

## **TERMS OF EMPLOYMENT**

- Appointment dates (start and end dates negotiations may be considered):
  - Summer 2024: May 16, 2024 to August 15, 2024
  - Fall 2024: August 16, 2024 to December 31, 2024
- 20 hours per week for full-time positions and 15 hours per week for part-time positions. Salary, tuition, and health coverage rates are prorated for part-time positions.
- Pay rate is monthly salary and based on position type.
- 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
- Policy Impact Center GRA Application Form (attached)

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, March 29**. Competitive candidates will be contacted on a rolling basis.

## Policy Impact Center GRA Application

**Instructions:** Please submit this form to the hiring manager with your application materials.

**Please enter the following information.**

First and Last Name: \_\_\_\_\_ VUnetID: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
School and Degree: \_\_\_\_\_  
Expected Graduation: \_\_\_\_\_ (semester and year)

**Full-time positions are preferred by the Policy Impact Center. Please indicate below if you are interested in a full-time position. Part-time positions may be considered.**

*Full-time is 20 hours/week. Students may work an additional 9.5 hours per week (29.5 hours total) in the summer with approval. Part-time is 15 hours/week. Salary, tuition, and health coverage rates are prorated for part-time positions.*

Full-Time Position (preferred)  Part-Time Position  Additional summer hours (specify below)

If you selected additional summer hours, how many additional hours would you prefer? \_\_\_\_\_

**If you have travel planned for the semester, provide the dates below.** Please note that all GRA appointments are for the full semester and the Policy Impact Center does not close for spring break. The Policy Impact Center closes for all 13 of VU's paid holidays, such as Memorial Day, 4<sup>th</sup> of July, Labor Day, and MLK Day. You can find the VU holiday schedule [here](#).

**Are you interested in continuing in subsequent semesters?**

*\*Dependent on funding availability and quality of work*

Yes  No

**Are you interested in using your GRA position to fulfill an academic internship requirement?**

Yes  No

If yes, define the type of internship: \_\_\_\_\_

**Which semester/s are you interested in working? Check all that apply.**

Summer     Fall     Spring (spring positions are posted in the fall semester)

**Which Policy Impact Center team/s are you interested in working for?**

Policy     Research and Evaluation     Data and Analysis

**Please provide an explanation below of which team(s) you are interested in working with and why (i.e., Policy, Evaluation, and/or Data). If you are interested in working on the data team, please discuss experience with coding and statistical software (e.g. STATA, R).**