

*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 Professional Research Assistant positions available for Summer and Fall 2026**

### **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](http://pn3policy.org) for more information on our work.

The Policy Impact Center has Professional Research Assistant positions available across two teams: Policy and Research and Evaluation (R&E). Detailed program descriptions for each team are below.

### **POSITION DESCRIPTION**

Policy Professional 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.

R&E Professional 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**

### 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.

### 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).
- **R&E Team:**
  - Experience with Stata.
  - Spanish fluency.

## **TERMS OF EMPLOYMENT**

- Appointment dates (*start and end dates negotiations may be considered*)
  - Summer: May 16 to August 15
  - Fall: August 16 to December 31
  - Spring: January 1 to May 15
- 20 hours per week for full-time positions and 15 hours per week for part-time positions. Rates are pro-rated for part-time positions.
- Pay rate is monthly salary and based on position type.
- Tuition support will be considered for Professional Students depending on grant funding.
- 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 PRA position, please submit:**

- Cover letter
- Resume
- Policy Impact Center PRA Application Form (attached)

Complete application materials should be sent to Heaven at [Heaven.Woldai@Vanderbilt.Edu](mailto:Heaven.Woldai@Vanderbilt.Edu). The application deadline is **Friday, March 6**. Competitive candidates will be contacted on a rolling basis.