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 Professional Research Assistant positions available for Spring 2027

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 for more information on our work.

The Policy Impact Center has Professional Research Assistant positions available on the Policy Team. Detailed program descriptions 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. *State policy RAs* will focus research support on tracking legislative, administrative, and implementation progress for policies and programs, and assisting with primary and secondary data collection. *Policy research RAs* will focus research support on collecting and synthesizing rigorous policy and program research. Please note, professional Research Assistants may be asked to fulfill both types of work, depending on need, interest, and skill.
- As needed, 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.

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**.**
    - For Spring 2027, our preferred area of interest and experience is 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

- 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 prorated for part-time positions.
- Pay rate is monthly salary and based on position type.
- 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 an RA position, please submit:

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

Complete application materials should be sent to Heaven at Heaven.Woldai@Vanderbilt.Edu. The application deadline is **Friday, October 30**. Competitive candidates will be contacted on a rolling basis.

Prenatal-to-3 Policy Impact Center RA Application (Policy Team)

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. Part-time is 15 hours/week. Rates are prorated for part-time positions.*

☐ Full-Time Position (preferred) ☐ Part-Time Position

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, 4th 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

Please provide a brief explanation below of why you are interested in working with the Policy Team.