JOB POSTING – RESEARCH ANALYST

W.E. UPJOHN INSTITUTE
FOR EMPLOYMENT RESEARCH

POSTING DATE: April 18, 2025

POSITION SUMMARY

The W.E. Upjohn Institute for Employment Research is seeking a talented Research Analyst to support social science PhD researchers with statistical programming, analysis of data, and other analytical tasks for research projects. The ideal candidate for this position will have strong demonstrated skills in programming, data management, analytical, writing, and communication through a bachelor's or master's degree in quantitative social sciences or a related program. The position offers the opportunity for career growth with promotions based on performance and experience, and initial placement is commensurate with experience.

Research Analysts work closely with PhD researchers on empirical projects related to the labor market and the economy. Their work largely involves statistical programming; assembling, structuring, and managing databases; analysis of data; and preparation of empirical results for presentation in reports, working papers, and articles. Tasks also may include writing documents that describe how data were processed, designing and maintaining databases, conducting literature reviews, proofreading final written documents, and contributing to the development of software programs to implement frontier statistical analysis.

Hybrid work arrangements (both in-office and remote work) may be available depending on the nature of assigned research projects, but the position is not fully remote. Projects involving confidential data may require the incumbent to undergo fingerprinting and a background check.

POSITION REQUIREMENTS

A bachelor's degree with experience in statistics, econometrics, and computer programming is required. Demonstrated research experience—e.g., working with a faculty member on a research project or independent research through a graduate program—is desirable.

Knowledge of basic statistical and econometric methods; experience with at least one statistical programming language, preferably Stata; experience with database structures and data management; and knowledge of Microsoft Office software, especially Word, Excel, and PowerPoint, are required. Knowledge of other programing languages, such as R, Python, Matlab, and LaTeX, is preferred, and familiarity with machine learning concepts and artificial intelligence is desirable. Attention to detail, strong written and verbal communication skills, and ability to self-check own work are all essential.

WAGES & BENEFITS

Starting salary for this position is $55,000 - $65,000 based on relevant experience, as well as a generous benefit package. Offered benefits include health, dental and vision insurance, short-term extended medical leave, long-term disability, parental leave, and a retirement plan.

WHO WE ARE

Since 1932, the **Upjohn Institute** has functioned as one of the world's leading independent, non-partisan, and non-profit labor economics research organizations, seeking to research the causes and

effects of unemployment and to devise ways and means of alleviating hardships caused by unemployment. The Institute also houses the administrative arm of the local workforce development programs.

The Upjohn Institute is an Equal Opportunity Employer and as such, is committed achieve a goal of equality in the treatment of employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity, marital status, age height, weight, national origin, veteran or disability status in hiring, promotion, training and development, compensation, transfer, termination, disciplinary action, and all other personnel actions and Institute related functions and activities.

HOW TO APPLY

Submit resume and letter of interest to hr@upjohn.org.