

Rockefeller

SUNY

Institute of Government

Economic Development

The State University of New York (SUNY), Rockefeller Institute of Government is seeking graduate students for up to 20 hours per week during the Spring 2021 semester. Positions may also be available during the summer of 2021 contingent upon available funding.

Duties: Graduate assistant will aid in conducting and facilitating qualitative research including: setting up, conducting, and transcribing interviews. Student will also be responsible for analyzing secondary data. Student will assist in writing of reports, blogs, and other research output.

Functional Relationship: Student will work with the research team at the Rockefeller Institute of Government, outside agencies, and the public-at-large.

Supervision: Student will report to the executive director of research at the Rockefeller Institute of Government.

Job requirements: This position requires the successful candidate to be well-organized, dependable, a critical thinker, and demonstrate accuracy and attention to detail. The individual must be able to work independently as well as part of a team. The applicant must have excellent research skills, strong writing skills, and be able to plan and organize meetings. Knowledge of MS office suite is required.

Qualifications: Enrolled in a graduate degree-granting program at SUNY and in full-time status during the spring semester. Would need to be enrolled for the summer and or upcoming fall semester to continue student appointment. Advanced ability with data analysis and data portrayal. Excellent writing, organizational, interpersonal, and research skills. Demonstrated experience in necessary research methods. Backgrounds in urban and regional planning, public administration, or public policy are strongly encouraged to apply.

Compensation: Up to \$17 per hour for up to 20 hours per week.

Interested candidates should submit a cover letter, resume and writing sample to heather.stone@rock.suny.edu