

Rockefeller

SUNY

Institute of Government

The State University of New York (SUNY), Rockefeller Institute of Government has a continuing interest in hiring undergraduate and graduate students to work up to 20 hours per week during the academic school year and summer sessions. The student research assistant positions may have various funding streams and specific time periods. The positions will be in areas including but not limited to: education, economics, environmental policy, public health, local government, and social policy research.

Duties: Depending on the selected student's skill set and area of study, each position will aid in conducting and facilitating research while working with the Rockefeller Institute's research team. The student will support the assigned department's research in literature review, collecting and analyzing data, and conducting, transcribing, and analyzing interviews. Student will also assist in writing reports, presentations, blogs, and other research outputs.

Functional Relationship: Student(s) will work primarily with the research team at the Rockefeller Institute of Government and may also collaborate with outside agencies and the public at large.

Supervision: Student(s) will work with a research mentor and report to the executive director of research at the Rockefeller Institute of Government. The research assistant will also take direction from principal investigators regarding certain projects.

Job requirements: The applicant must have excellent research skills and strong writing skills. In addition, a successful candidate will be well-organized, dependable, and demonstrate attention to detail. Research assistants must be able to work independently as well as part of a team. Knowledge of MS Office suite is required.

Qualifications: Enrolled in a degree-granting program at a SUNY school (with proof of enrollment) and registered for at least six credits during the academic semesters. In order to be eligible for a summer position, the student must be registered for at least six credits during the summer or upcoming fall semester. Applicants must demonstrate strong research, writing, organizational, and interpersonal skills. Backgrounds in political science, economics, educational leadership, sociology, urban and regional planning, public administration, health, or public policy are strongly encouraged to apply.

Compensation: Commensurate with experience and qualifications.

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