Research Assistant – Temporary  
Poverty Solutions at the University of Michigan  
Gerald R. Ford School of Public Policy  
Hours per week: 20-30 hours  
Pay: $12 per hour as an undergraduate student, $16 per hour as a master’s student.  
NOTE: Research Assistant posting is for May-August, with the potential for extension

OVERVIEW
Launched in October 2016, Poverty Solutions at the University of Michigan is an interdisciplinary initiative that aims to become a leader in informing, identifying, and testing new strategies for the prevention and alleviation of poverty in Michigan, the nation and the world. While rooted in an understanding of the causes and consequences of poverty, the focus of Poverty Solutions is an action-based research agenda. The initiative partners with community and policy makers to inform and test strategies for the prevention and alleviation of poverty.

RESPONSIBILITIES
Poverty Solutions is seeking a Research Assistant for May through August of 2019, with the potential to extend based on project need and RA interest. Working closely with Poverty Solutions staff and the faculty director, the Research Assistant will be involved with an exciting project focused on three areas:

1. Strengthening work supports  
2. Reducing the negative effect of benefit cliffs  
3. Two-generation approaches to poverty alleviation

Primary responsibilities include:
- Completing thorough, detailed literature reviews for areas of interest  
- Identifying best practices from cities across the country focused on three above areas  
- Providing administrative support  
- Attending meetings and taking notes  
- Potential travel to sites across Michigan for meetings

REQUIRED QUALIFICATIONS
- Pursuing from an undergraduate or Master’s degree with a strong interest in cross-disciplinary approaches to poverty alleviation– applicants from all units across campus are encouraged to apply. Candidates graduating in May 2019 are also encouraged to apply.  
- Candidate will report to multiple supervisors and must be able to successfully manage a workload with multiple priorities.  
- Interest in being a part of a fast-paced initiative, with desire to be flexible and adapt to evolving priorities.  
- Excellent verbal and written communication skills, including spelling, grammar and punctuation  
- Excellent organizational with demonstrated attention to detail  
- Ability to work both as part of a team and individually while meeting deadlines
• Excellent interpersonal skills including the ability to work cooperatively and professionally with faculty and staff across the University of Michigan campus, with local and national partners, and to serve as a representative of the initiative

DESIRED QUALIFICATIONS
• Experience with interacting with high level stakeholders.
• Experience with Michigan state-level policy
• Policy-related research experience

HOW TO APPLY

Interested candidates should send a resume, cover letter, and writing sample to Kate Naranjo, povertysolutionsjobs@umich.edu. Please include where you heard about the job in your email.

Writing sample should be no more than 3 pages. If possible, please choose a sample that includes interpretation of policy-related research (subject area does not matter). If you do not have an existing sample that meets those criteria, please submit a piece of work you’re proud of.

Deadline to apply is April 24th, but we will review applications as we receive them.