Summer Youth Employment Program
Undergraduate Research Assistant

The Research Assistant will work with program staff and community partners to collect, organize, and manage all programmatic data for the Washtenaw County Summer Youth Employment Program, SummerWorks.

SummerWorks is a summer jobs program employing youth aged 16-24. In partnership with the Washtenaw County Office of Economic Development, Michigan Works! Southeast, and other community and campus partners, Poverty Solutions and the Ginsberg Center facilitate a summer job experience for youth on the U-M campus. To learn more about SummerWorks, click here.

Interested candidates should post a resume and cover letter expressing interest in the position to Jordan Greene, Summer Works Project Manager, at this link.

This position educates students on a variety of policy related questions including: workforce, youth development and/or economic mobility. Students also will increase their facility with data analysis, literature reviews, economic indicators and survey and interviewing. Students will work with an innovative team at the forefront of efforts to prevent and alleviate poverty in Southeast Michigan and have access to cutting edge research, policy development and a unique university-governmental partnership.

The Research Assistant will be primarily responsible for:

- Organizing and entering all programmatic data into our system correctly (this includes application and enrollment data, attendance data, evaluation data, and employer data)
- Coordinating with community partners to ensure data is accurate and up to date
- Assisting with data collection, survey administration, etc.
- Conducting data cleaning
- Uploading and organizing data in Microsoft Access
- Engaging with research team to conduct literature reviews, etc.
- Providing logistical and planning support for programmatic events including Friday enrichment sessions as needed
- Approaching data collection and visualization with an eye toward equity and inclusion

Applicants will need to be detail-oriented, organized, flexible, and collaborative. Experience with data entry and Microsoft Excel is required. Experience conducting data analysis using pivot tables and familiarity with Microsoft Access is preferred, but not required.

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