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### **Research Associate Role:**

The Wilson Sheehan Lab for Economic Opportunities at the University of Notre Dame (LEO) is currently seeking a Research Associate to help investigate new projects and participate in the research and policy development process. Research Associates work closely with senior researchers to initiate and carry out evaluations, and take significant ownership of projects, from coordinating project logistics to data analysis and dissemination of results.

### **Responsibilities Include:**

#### **Project Exploration:**

- Conduct background research on programs and/or policy areas related to potential LEO projects
- Interact directly with local agencies to communicate LEO's research interests, gather information about partner agencies, and manage agency relationships

#### **Project Management:**

- Work closely with social service agencies to integrate evaluation into their programs' everyday operations
- Document and describe interventions for research and policy audiences
- Liaise between researchers and agency staff, clarifying concerns and handling logistical questions
- Assist in the composition of research grant proposals

#### **Data Analysis:**

- Write data sharing agreements and coordinate data exchanges between LEO, government agencies, and/or social service non profits
- Maintain program data on Notre Dame's secure servers
- Analyze data and present results to researchers and agency partners
- Draft policy briefs and academic articles

#### **Other:**

- Supervise and assist undergraduate research assistants working on LEO projects
- Coordinating academic conferences to convene researchers and social service partners
- Organize and publish LEO newsletters

- Represent LEO at promotional and fundraising events

### **Education & Experience:**

- Undergraduate degree in Economics, Mathematics, or related social science field
- Training in econometric and statistical techniques employed in randomized evaluations
- Statistical programming experience required (STATA, R, SAS)
- Highly organized with ability to juggle multiple demands simultaneously
- Strong written and oral communication skills
- Self-directed, with willingness to take initiative over project tasks and explore potential evaluations
- Experience working for economic researchers as a research assistant is preferred
- Experience working for or with social service providers is preferred

### **How to Apply:**

- Candidates are welcome to apply for an open position by sending a resume and cover letter [here](#).
- Graduating seniors from the University of Notre Dame may also apply for the Research Associate position through GoIRISH. Please search for the position “LEO - Research Associate – FCE18” and follow the instructions to apply.