Call for Applications

Prepared for: Immediate Release

Midwest Foreign Policy Institute

September 28, 2017

JOB DESCRIPTION

The Midwest Foreign Policy Institute (hereafter MWFPI) is looking for interested university students to fill volunteer positions as an Undergraduate Research Analyst. This position in the Rural Community Development unit reports to the director of the unit. This position can be filled remotely as most work is done at a computer. The work in the Rural Community Development unit focuses on Social Entrepreneurship as well as diverse approaches to community development across disciplines. Interested students should send a resume and cover letter to contact@mwfpi.org with the subject line "Undergraduate Research Analyst – Rural Community Development."

Estimated time required per week: 3-5 hours.

DUTIES

Conduct literature reviews	Prepare other articles, reports, and presentations
Collect and analyze data	Manage and respond to project related email
Prepare materials for submission to granting agencies and foundations	Provide ready access to all experimental data for the faculty researcher and/or supervisor
Prepare materials for director review	Prepare, maintain, and update website materials
Attend project virtual meetings	Interact with other organizations as necessary
Write white papers on request	Collaborate on rural vibrancy index
Engage on social media with organization	Summarize project results

Other duties and responsibilities may be assigned by supervising fellows or the unit director.

Skill Requirements:

- Communication: Research assistants need to be able to speak and write about their findings clearly, as well as understand assignments and instructions.
- Attention to Detail: Finding the right information takes concentration.
- Critical Thinking: Research assistants need to use decisive reasoning to determine the best course of action in their research.
- Technical Skills: Research assistants will use computers to research their information, as well as record their findings.
- Note: Some research assistants will need knowledge of statistical software packages like R, Stata, and data management to create and clean datasets.