

Research Assistant

John J. Heldrich Center for Workforce Development, Rutgers, the State University of NJ

The John J. Heldrich Center for Workforce Development seeks a full time summer research assistant for the period June 1, 2009 to September 18, 2009 to work on several state and national workforce development studies currently underway at the Center. Information about the Center and its research can be found at <http://www.heldrich.rutgers.edu>

Job responsibilities include:

- Assist in the execution of research activities, studies and projects, including conducting and writing literature reviews, and undertaking data collection and analysis in the area of workforce development;
- Produce timely and high quality written, tabular, and visual materials for research reports and presentations under the supervision of senior research staff;
- Assist in the preparation of meeting agendas, meeting summaries, research briefs and other preparation materials; and
- Prepare print documents, web page content and/or other products and graphics using Word, Excel, Power Point and/or other software packages.

The ideal candidate should have the following skills and qualifications:

- Very strong writing and analytical skills;
- Possess mature, articulate and tactful communications skills;
- Significant interest in the area of workforce development and public policy. Knowledge of the US workforce system is highly desired but not required.
- High personal motivation, self-management, and detail-orientation and the ability to take responsibility in meeting deadlines and making progress without frequent supervision;
- Flexibility in responding to new activities, opportunities and work products as they arise;
- Motivation to engage in and manage a wide array of intellectual and logistical work, ranging from preparing meeting agendas to analyzing data and drafting research papers; and
- Strong existing computer skills with Microsoft Office (Excel, Word, Power Point) and skills in general Internet and electronic communications; and

The position is full time for the period June 1, 2009 to September 18, 2009 and the hourly pay is commensurate with experience. The successful candidate will be required to work at the Heldrich Center located at 30 Livingston Avenue, New Brunswick, NJ and report directly to a Senior Project Manager. Send resume, cover letter and one concise writing sample by May 8, 2009 to hcwd@rutgers.edu.