

NATIONAL
ACADEMY
OF SOCIAL
INSURANCE

Research Assistant (Consulting or Part-Time Position)

The National Academy of Social Insurance is seeking talented individuals to join an interdisciplinary team that conducts the Academy's research and policy analysis on income security issues. The Academy is a nonprofit, nonpartisan public policy organization made up of the nation's leading experts on social insurance. Its mission is to advance solutions to challenges facing the nation by increasing public understanding of how social insurance contributes to economic security.

This position (whether consulting or part-time) will work with the Academy's income security policy team on several major projects involving research, writing, and publications. For a part-time position, we are seeking someone with availability of 20 hours per week. Some flexibility to work remotely is available. Currently enrolled students / candidates for advanced degrees (Master's, doctorate) are also welcome to apply for a consulting opportunity.

Primary Responsibilities: Support the Income Security Policy Team's work across several research projects including Workers' Compensation, Social Security, and other income security topics.

Assignments include:

- Conducting policy research (e.g., interdisciplinary literature review on a particular topic, tracking sources and methods, managing and checking citations)
- Assembling, organizing, and analyzing data; producing data tables and figures for reports
- Writing and editing for research briefs, reports, and other publications

Qualifications:

- Undergraduate degree in a relevant field
- Familiarity and comfort with Excel, including the use of equations and data manipulation
- Eager and able to quickly learn about new subjects and able to juggle multiple assignments
- Comfortable working in close collaboration with others
- Familiarity with Workers' Compensation and/or Social Security and/or related income security policy areas a plus, but not required

Compensation:

Independent Consultant: A contract for a defined period and scope of work will be developed based on the applicant's qualifications and interests.

Part-Time Employment: Hourly rate commensurate with qualifications and experience. The Academy offers an attractive benefits package for part-time employees, including paid leave and health.

To Apply: Please send a one-page cover letter, resume, and contact information for three references to:

Email: nasi@nasi.org, ATTN: Income Security Research Assistant. No phone calls please.

The National Academy of Social Insurance is an equal opportunity employer. Minorities and persons with disabilities are encouraged to apply.