

NATIONAL
ACADEMY
OF SOCIAL
INSURANCE

Research Assistant or Associate (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 and health care 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 and a thriving democracy.

This person (whether consulting or part-time) will work with the Academy's policy team on current initiatives. For a part-time position, we are seeking someone with availability of 20 hours per week for research, writing, and related publication assignments. The Academy offers flexible scheduling during regular business hours, including the potential to work 100% remotely. Currently enrolled candidates for advanced degrees (Master's, doctorate) are also welcome to apply for a consulting opportunity. (See below for more information.)

Primary Responsibilities: Support the Policy Team's work across several research projects including Social Security, Medicare, Unemployment Insurance, Workers' Compensation, COVID-19 impacts, and other social insurance areas.

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
- Providing administrative and logistical support, including organizing meetings, assembling materials, taking notes, etc.

Qualifications:

- Excellent writing skills, including the ability to write in a variety of formats for a range of audiences
- Self-motivated, with the ability to work well independently and as part of a team
- A commitment to social insurance and understanding of its critical role in protecting democracy and enabling a smoothly functioning economy
- A passion for advancing policy changes that improve racial, ethnic, gender, and socioeconomic equity
- For a Research Assistant or Associate position: Undergraduate or Master's degree in a relevant field (political science, public policy, public administration, or the equivalent)
- Master's degree and 5-7 years of experience in the non-profit sector, federal and/or state policymaking, or a combination of those is preferred for a consulting position
- Familiarity and comfort with Excel, including the use of equations and data manipulation, is a plus

Compensation:

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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 insurance.

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

Email: nasi@nasi.org, ATTN: Policy Team Hiring. No phone calls please.

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