



**Employer Name:** Pew Research Center

**Position Title:** Research Assistant

**Location - City, State:** Washington, DC

**Industry:** Research

### **Job Description**

INFORMATIONAL INTERVIEWS

EXACT HIRING NEEDS WON'T BE KNOWN UNTIL LATER IN THE SPRING

#### Organization Overview

Pew Research Center is a nonpartisan fact tank that informs the public about the issues, attitudes and trends shaping America and the world. It conducts public opinion polling, demographic research, media content analysis and other empirical social science research in the areas of U.S. politics and policy views; media and journalism; internet and technology; religion and public life; Hispanic trends; global attitudes and U.S. social and demographic trends. Pew Research does not take policy positions. It is a subsidiary of The Pew Charitable Trusts. Pew Research Center's work is carried out by a staff of 130.

#### Position Summary

The primary responsibilities will be fact-checking and proof-reading, creating charts, tables, and slides, organizing relevant polling data, and performing research and analysis as required. Of foremost importance is ensuring that data analysis and reporting meet the highest standards of accuracy and impartiality. Ideal candidates will have a Bachelor's degree in the social or computational sciences and a demonstrated interest in one of our research areas.

#### Knowledge & Skills Requirements

- Interest in attitudinal, behavioral or demographic research related to social, economic and political change
- A "numbers person" with quantitative and statistical skills
- Strong verbal and written communications skills
- Proven facility with MS Word, Excel and PowerPoint
- Knowledge of how to display data in easy-to-understand ways in tables and charts in both Excel and Word
- Detail oriented and ability to maintain accuracy and impartiality in all work products
- Ability to work well in a team setting
- Demonstrated ability to work accurately on deadline



- Ability to balance and prioritize multiple tasks
- Ability to synthesize materials for senior staff
- Experience with, or interest in, technical Internet programming (i.e., Python), a plus

#### Education/Training/Experience

- B.A. degree is required, with concentration in a field related to one of our research areas
- Strong quantitative skills, background in data management and analysis preferred
- Experience with statistical software, such as SPSS and Stata preferred

#### Primary Responsibilities

- Number checking, fact checking, proofing
- Creating tables and charts in MS Word, Excel and PowerPoint
- Building and checking topline
- Performing background research on issues and policies
- Data cleaning, maintaining and reviewing internal files and databases
- Assisting with basic statistical analysis and research
- Assisting with questionnaire development, quality control

**Duration:** Permanent

**Job Functions:** Data & Analytics, Research, Writing / Editing, Other

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**Employer Locations:** Washington, DC

**Allowed School Years:** Senior

**Allowed Majors:** All majors allowed

**Work Authorization Requirements:** US work authorization is required