

**Employer Name:** Pew Research Center

**Position Title:** Research Assistant

**Location:** 1615 L Street Northwest, Washington, District of Columbia 20036, United States  
of America

**Industry:** Research

**Job Description:**

The Selective Liberal Arts Consortium will hold its DC Recruiting Day in Washington, DC on Monday, January 6, 2020. Please be aware that travel is required to participate in this event, and interviews will take place on that date and at that location only. You will be notified by November 22nd if you have been selected to interview.

Please ensure that you have completed the work authorization status in your Handshake student profile as that will help you determine how closely you meet the employer's job/internship preferences.

Please note that these are informational interviews for graduating seniors attending SLAC's DC Recruiting Day. This is not a specific position, as hiring needs are not yet known.

*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; science and society; religion and public life; Hispanic trends; global attitudes and U.S. social and demographic trends. Pew Research Center does not take policy positions. It is a subsidiary of The Pew Charitable Trusts. The Center's work is carried out by a staff of about 160.

*Primary Responsibilities*

The primary responsibilities for the Research Assistant will be fact-checking and proof-reading, organizing relevant polling data, and performing research and analysis as required.

- Number checking/fact-checking/proofing
- Assisting in the creation of spreadsheets for analysis and tables and charts for reports
- Assisting in the creation of PowerPoint presentations
- Assisting in topline production and simple crosstabs
- Assisting in locating and organizing other relevant international polling for questionnaire development, reports, and commentaries
- Performing background research on issues and countries
- Creating and maintaining a timeline/calendar of major international events
- Assisting with basic statistical analyses and research
- Reviewing and evaluating datasets

*Knowledge and Skill Requirements*

- Proven facility with MS Word, Excel and PowerPoint
- Knowledge of SPSS or Stata
- Knowledge of how to display data in easy-to-understand ways in tables and charts in both Excel and Word
- Ability to synthesize materials for senior staff
- Attention to detail, including exacting standards to maintain accuracy in all work products
- Ability to balance multiple projects and meet tight deadlines
- Strong verbal and written communication skills
- Knowledge of and interest in international affairs
- B.A. degree is required with a concentration in the social sciences, such as political science, economics or similar field



- Strong quantitative skills
- Experience in internet and other research

*FLSA Status: Non-exempt*

Pew Research Center is an equal opportunity employer, committed to a diverse and inclusive workplace. Pew considers qualified applicants for employment without regard to age, sex, ethnicity, religion, disability, marital status, sexual orientation or gender identity, military/veteran status, or any other basis prohibited by applicable law.

**Contact:** Caroline Johnson (HR) (202)419-3672

**Duration:** Permanent

**Job Function:** Data Analysts

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**Allowed School Years:** Senior, Masters, Graduating January 2020 - May 2020

**Allowed Major(s):** All Sociology, Digital Communication, Urban Planning, Law, Family & Consumer Science, Psychology, Cyber Security, User Experience/Social Computing, Chemistry, Documentary/Film, Public Relations, Forensics, Criminal Justice/Criminology, Public Policy, Computer Science, Software Design, Mathematics, Computer Programming, Library Sciences, Radio, Television, Media, Journalism, Social Work/Human Services, Communication & Media Studies, Political Science & Government, Human & Child Development, International Studies/Comparative Politics, Counseling, Statistics, Anthropology, Data Mining, Cognition & Neuroscience/Biopsychology, Advertising, Information Systems Management, Physics, and Public Administration majors

**Work Authorization:** US work authorization is required/ Eligibility for international students (non-US citizens or permanent residents)