



Summer 2021 Internship

Who We Are

WSIPP's mission is to carry out practical, non-partisan research at the direction of the legislature or Board of Directors. WSIPP works closely with legislators, legislative and executive staff, and external experts to ensure that studies answer relevant policy questions. WSIPP studies come from a variety of perspectives. They may examine "what works?" in various policy areas, estimate the relative benefits and costs of specific strategies, or assess how policies in Washington compare to those in other states.

What We Provide

Undergrad students (Research Aides) or graduate students (Research Assistants) assist WSIPP researchers and staff on a variety of projects, including those assigned by the legislature. Research Aides/Assistants provide research assistance and administrative support for multiple projects throughout their internship, working both independently and with other researchers. One of the primary tasks is to conduct literature reviews, which involves critically evaluating studies for methodological rigor and determining if they can be included in WSIPP analyses.

Qualifications

Applicants must be current undergraduate or graduate students and have an interest in public policy. Research Aides/Assistants must be detail-oriented, highly motivated, and have the ability to self-manage. WSIPP expects Research Aides/Assistants to be engaged and ask questions, report to researchers on the status of projects, and prioritize and balance work assignments from multiple researchers. Research Aides/Assistants should be familiar with conducting literature reviews and analyzing and summarizing research articles. They are expected to work diplomatically, professionally, and in a non-partisan manner.

Research Aides/Assistants must possess the following minimum qualifications:

- Computer: Proficient in Microsoft Word, Excel, Access, and PowerPoint
- Analytical: Experience conducting literature reviews and analyzing and summarizing academic research articles
- Communication: Strong writing and oral communication skills
- Education: Two years of college credit and pursuing a relevant major (e.g., public policy, economics, political science, criminal justice, public health)

The following are desirable qualifications. Candidates ideally have taken coursework or have an interest in one or more of the following:

- Research methods
- Public policy
- Statistics
- Advanced Excel skills, including working with formulas and macros

Logistics and Compensation

Our office is located in Olympia, Washington. Research Aides/Assistants not currently based in Olympia are responsible for finding housing and arranging transportation. We offer flexible schedules within the usual business hours. If you are actively attending classes during your internship, you may not work more than 19 hours per week. Compensation is based on qualifications (approximately \$20-\$28/hour).

How to Apply

WSIPP offers an annual summer internship and occasional internships throughout the year. Applicants interested in the summer position should submit their materials by our deadline of March 25, 2021. Following a review of applications, we will conduct interviews with selected candidates. We will notify all summer applicants of our decision by the end of April.

Ongoing internships may be offered throughout the year depending on staff time, assignments, and project funding. If you cannot apply for the summer position but you would like us to consider your application at another time of the year, please specify so in your cover letter.

To apply, please submit the following:

- ✓ Cover letter (address how you meet the qualifications)
- ✓ Resume
- ✓ Questionnaire (see instructions below)
- ✓ One letter of recommendation (faculty or professional)

Application packets should be emailed to institute@wsipp.wa.gov (preferred method) or mailed to the following address:

Washington State Institute for Public Policy
ATTN: Erica Cross
110 Fifth Ave. SE, Suite 214
Olympia, WA 98504

Due to COVID-19, at this time we do not know if Research Aides/Assistants will be required to work from the office or if all work would take place remotely. Due to payroll policy, Research Aides/Assistants must reside within Washington State during the internship, even if the work is conducted entirely remotely.

Questionnaire

Answer the following questions. Submit your written response in no more than two typed pages.

- 1) What is/was your major or program and why did you choose it?
- 2) Describe your research (or policy area) interests and explain why WSIPP would help achieve your career goals.
- 3) Describe a piece of research or an academic project you are most proud of and explain why.
- 4) When are you available to start the internship and how many hours per week can you work?