



**Job Title:** Junior Research Professional

**Working Title:** Junior Research Economist

**Salary Range:** Depends on Experience

**Job Description:**

The L. William Seidman Research Institute, W. P. Carey School of Business at ASU wishes to appoint a graduate majoring in Finance, Economics, Business Studies or a strongly quantitative subject to work in an entry-level position on a wide variety of research and consulting studies. Reporting to the Staff Director, the successful candidate will be trained to provide assistance in researching, compiling, maintaining, analyzing, and presenting information for Seidman's extensive portfolio of private and public sector clients.

**Major Responsibilities include but are not limited to:**

Working collaboratively with Faculty and senior researchers under the supervision of a Project Manager, the essential duties of the role will include:

- Data collection, validation, analysis and archiving.
- Database management.
- Literature reviews.
- Survey design and implementation.
- Preparation of tables, graphs, reports and presentations.
- Client relations.

The successful candidate will also receive on-the-job training for the effective use of standard economic modeling tools such as IMPLAN or REMI.

**Minimum Qualifications:**

Bachelor's degree in a field appropriate (Business, Economics or a quantitative discipline) to the area of assignment

**Desired Qualifications:**

- Understanding of economic impact studies and regional economics.
- Familiarity with government sources of economic data.
- Experience of a research or consulting environment.
- Knowledge of data collection and analysis methods, techniques, and procedures.
- Knowledge of formats for numeric data, and experience in converting and normalizing numeric data formats.
- Knowledge of Excel and at least one statistical analysis software application for managing and analyzing numeric data (e.g., SPSS, SAS, Stata).
- Knowledge of Microsoft Office.
- Knowledge of an academic research environment.
- Skill in effective interpersonal and written communication.
- Skill in project management and time management.

- Ability to work in a diversified environment and maintain effective interpersonal relationships.
- Ability to meet project deadlines and stay organized.
- Ability to travel via car to local, off-site locations to collect data and attend meetings.

**Working Environment:**

The Seidman Research Institute is the applied research and consultancy arm of W. P. Carey School of Business at Arizona State University (ASU).

First established in 1985 to serve as a center for applied business research as well as a consultancy resource for the southwest business community, Seidman today offers a diverse range of business and economics consulting services to public and private sector clients throughout North America. Recent clients include the Arizona Department of Health Services, Banner Health, Copper Point Mutual, Freeport McMoRan, Intel, the Pakis Foundation, Republic Services, and Super Bowl XLIX.

Learn more at <http://seidmaninstitute.com>.

**Department Statement:**

The W. P. Carey School of Business at Arizona State University is one of the largest business schools in the United States with more than 1,500 graduate students and more than 10,000 undergraduates. Comprising over 300 world-renowned faculty representing six continents, the School's mission is to educate tomorrow's business leaders, adopt an entrepreneurial approach to learning, conduct groundbreaking research, and deliver cutting-edge business consultancy to local, national and international clients.

As one of the top-ranked business schools in the country, W. P. Carey is internationally recognized for its leadership in business education and is highly regarded for its renowned faculty and their research productivity.

Learn more at <http://wpcarey.asu.edu>.

**ASU Statement:**

Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 70,000 students in metropolitan Phoenix, Arizona, the nation's fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.

ASU is a tobacco-free university. For details visit [www.asu.edu/tobaccofree](http://www.asu.edu/tobaccofree)

Arizona State University is a VEVRAA Federal Contractor and Equal Opportunity/Affirmative Action employer. Women and minorities are welcomed and encouraged to apply. Arizona State University actively encourages diversity among its applicants and work force. For more information, please visit: <https://www.asu.edu/aad/manuals/acd/acd401.html> and <https://www.asu.edu/titleIX/>.

**Employment Verification Statement:**

ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.

**Background Check Statement:**

ASU conducts pre-employment screening for all positions which includes a criminal background check, verification of work history, academic credentials, licenses, and certifications. Employment is contingent upon successful passing of the background check.

**Close Date:**

Application deadline is September 29, 2017.

**Instruction to Apply:**

<http://apply.interfolio.com/43707>

Application packet consists of a cover letter, comprehensive vita or resume, and names, addresses, phone numbers and email addresses of 3 recent professional references. For questions, please contact Anthony Evans, Research Professional, at Anthony.J.Evans@asu.edu.