

Schubert Center for Child Studies: Policy Research Assistant Position Description

The Schubert Center for Child Studies (SCCS) Research Assistants (graduate and undergraduate students) are part-time employees who are integral to advancing the mission of SCCS through research, communications and administrative assistance.

Under supervision of SCCS Assistant Director, and in consultation with the SCCS Director and SCCS Child Policy Director, the Policy Research Assistant will, as assigned:

- Conduct legal and policy-related research as assigned by the Policy Director
- Assist with drafting Schubert Center publications including research/policy briefs, issue briefs, and other reports as needed
- Assist with research and drafting communications, including press releases, letters to the editor, e-mail, flyers, etc.
- Assist with website and social media communications related to policy work, including keeping current the website, drafting social media (Facebook/Twitter/etc.), drafting blog posts, creating event pages, etc.
- Provide background research on relevant topics, potential speakers and other issues as requested
- Assist with proofing and copyediting publications
- Assist with creating professional presentation materials, including PowerPoints, related to policy activities of the Center
- Work closely with the SCCS Assistant Director, Director, and Policy Director, to ensure joint plans and assignments are well understood and efficiently and accurately executed
- Contribute to SCCS strategic planning, conversation series planning and other planning activities of the Center through occasional meetings and ongoing dialogue with SCCS staff.
- Communicate any concerns/complaints, with suggestions of possible solutions