



UTAH FOUNDATION

RESEARCH • ANALYZE • INFORM

10 West Broadway, Suite 307
Salt Lake City, UT 84101

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utahfoundation.org

December 1, 2014

Research Analyst Position Announcement

POSITION: Research Analyst – Utah Foundation

APPLICATION DEADLINE: December 9, 2014

JOB DESCRIPTION:

Utah Foundation is seeking a Research Analyst to perform public policy analysis and outreach. This is a full-time, salaried position. Candidates must have a strong desire to perform analysis of public-sector issues in a professional, nonpartisan setting and must demonstrate an understanding of public policy topics such as education, healthcare, economics, and/or tax policy. Although Utah Foundation is not an advocacy organization, this position offers an excellent opportunity to be involved in public policy making by attending hearings, testifying as a policy expert, participating in working groups and conferences, and interfacing with the news media, academia, and other interested parties.

JOB QUALIFICATIONS:

- Clear and articulate writing style
- Strong data analysis skills
- Experience working with financial and demographic data
- Strong people skills, with enthusiasm for public speaking, interviewing, and other outreach activities
- Strong proficiency in Microsoft Word and Excel required, with statistical analysis software proficiency a bonus
- Ability to analyze complicated subjects in an objective, even-handed manner
- Ability to direct one's own daily activities with a high degree of productivity toward meeting regular deadlines, working both as sole researcher and as part of a team
- A passion for improving public decision making through insightful analysis
- Master's degree in public policy, public administration, health policy, economics, or related subjects preferred
- At least two years of experience is preferred

SALARY AND BENEFITS:

Salary is dependent on experience, in the range of \$45,000 to \$50,000 per year. Benefits for full-time employees include:

- Health and dental insurance plan – Utah Foundation pays 90%
- Retirement plan – Utah Foundation contributes 11% of salary annually
- Two weeks of vacation and two weeks of sick leave annually
- Premium transit pass
- Availability of a tax-exempt medical/dental/child-care flexible spending account

TO APPLY:

Submit a resume, three professional/educational references, and a brief, research-oriented writing sample (written with minimal or no editing by others) to Shawn Teigen at shawn@utahfoundation.org. Applicants selected for interviews will be contacted by Utah Foundation by December 10. For any questions, please call Shawn at 801-355-1400, extension 3.

ABOUT UTAH FOUNDATION:

Utah Foundation is a non-profit, non-partisan public policy research organization. The mission of Utah Foundation is to promote a thriving economy, a well-prepared workforce, and a high quality of life for Utahns by performing thorough, well-supported research that helps policymakers, business and community leaders, and citizens better understand complex issues and providing practical, well-reasoned recommendations for policy change. (Also see www.utahfoundation.org.)