

ALFRED P. SLOAN FOUNDATION

Unique Job Opportunity: Program Associate, Economics

The Alfred P. Sloan Foundation funds breakthrough research in economics, science, and technology. The Foundation's challenge is to find, develop, promote, and evaluate great research proposals. Working as a Program Associate in Economics therefore provides a unique opportunity to help understand and advance cutting-edge research in economics. This involves interacting with top academics and attending conferences, as well as studying economic research plans and results.

The Foundation is seeking a recent graduate, preferably in economics, statistics, or mathematics, who is very talented, highly motivated, and well-organized for the Program Associate position starting in mid-2015, as early as May.

Roles and Responsibilities:

The Program Associate reports to the Program Director and supports all aspects of his/her programs in economics, finance, mathematics, and higher education. In addition, the Program Associate serves as research assistant in economics to both the Program Director and the President of the Foundation.

The Program Associate supports the Program Director in managing proposals, grants, and program development. Daily tasks include interacting with grantees and proposers, evaluating proposals, finding reviewers and soliciting reviews, performing research and analysis, writing memos and reports, and attending meetings or academic conferences. The Program Associate is also expected to keep current with the state of research in each program area.

This is a two-year appointment with the possibility of an extension into a third year, and with opportunities for first-class training along with exposure and access to prominent researchers and new ideas in economics, science, and technology. To learn more about the Foundation's current strategic priorities in economics, see www.sloan.org.

Organization:

Founded in 1934 and located in Manhattan's Rockefeller Center, the Alfred P. Sloan Foundation is a philanthropic organization that makes grants for research and outreach in science, technology, and economics to improve the quality of life in the United States. The Foundation is strictly non-ideological and non-partisan. It is an equal opportunity employer and seeks a broad and diverse pool of candidates for every position.

Qualifications:

The Program Associate requires a high level of professionalism, maturity, initiative, and good judgment. The successful candidate must have excellent organizational, analytical, problem-solving, interpersonal, and written communication skills.

The Program Associate should be proficient with econometrics, statistics, economic theory, multivariate calculus, and linear algebra. Technical skills must include knowledge of experimental design, data science, empirical methods, and a statistical package such as MATLAB, R, or STATA. Facility with LaTeX is a plus.

The position requires a master's degree, or a bachelor's degree plus some graduate-level courses, as well as some work experience, preferably in a research setting. Although degrees in economics, statistics, or mathematics are preferred, the Foundation will also consider applicants having degrees in science, finance, or public policy who have completed concentrations or minors in economics and have two or more years of work experience in a relevant field.

Compensation:

This is an exempt position. The Alfred P. Sloan Foundation offers competitive compensation and benefits.

For consideration, please submit an Application form (available at www.sloan.org under Employment Opportunities); cover letter; and resume to HR@sloan.org. Candidates attending the 2015 ASSA meetings and wanting to be considered for an interview in Boston during that time must submit these materials no later than November 30, 2014.