

November 16, 2018

Research Assistant Position at ITEP

The Institute on Taxation and Economic Policy (ITEP), a nonpartisan, nonprofit organization that conducts research and analysis on federal, state and local tax issues with a focus on fairness and sustainability, seeks to hire a Research Assistant to play a key role on its policy team. Applicants should be highly motivated, energetic recent graduates seeking an opportunity to make a difference in a progressive environment. Basic requirements for the position include solid research and writing skills, as well as an interest in learning about tax and fiscal policy. Some coursework in economics, as well as previous research experience, is a plus.

About the Position:

The research assistant's primary responsibility will be to conduct substantive policy research. More specifically, the assistant's responsibilities will include:

- Conducting research to be used in ITEP reports, testimony, and other publications.
- Analyzing SEC filings and maintaining ITEP's corporate tax information database.
- Monitoring recent state and federal legislative fiscal policy proposals and activity.
- Writing about major developments and trends in state and federal tax policy for ITEP's Just Taxes Blog.
- Participating in staff meetings and activities.

This is an entry level position and the salary will be commensurate with experience. The position is full-time (40-hours per week) and comes with excellent benefits including vacation days, health insurance, and retirement contributions. Ideally, the position would start in early January.

About ITEP:

ITEP's mission is to ensure that elected officials, the media, and the general public have access to accurate, timely, and straightforward information that allows them to understand the effects of current and proposed tax policies. For more information about our work, visit ITEP at <http://www.itep.org/>.

To Apply:

Applicants should e-mail a resume, cover letter, brief writing sample, and the names and contact information of at least two references to richard@itep.org. In the cover letter, please explain your interest in tax policy and, if applicable, any previous experience or coursework in that area. Applications are due by December 16th, with top applicants considered on a rolling basis.

The Institute on Taxation and Economic Policy (ITEP) is an Equal Opportunity Employer that values and welcomes diversity in the workplace and strongly encourages all qualified persons to apply regardless of any protected status under federal or local law including Minorities/Women/Disabilities/Veterans.