



# LOWE INSTITUTE OF POLITICAL ECONOMY

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## CLAREMONT MCKENNA COLLEGE

**Application Deadline: Wednesday September 11, 2020 at 5:00 p.m.**

### **All Student Analyst roles at the Lowe Institute of Political Economy:**

- Duration: one year. Except those selected for leadership positions on the forecast team, Lowe Student Analysts must reapply each year. New opportunities may arise mid-year, but this is not guaranteed. We plan to accept applications only in the fall.
- Positions are open to sophomores, juniors, and seniors from the 5Cs.
- The Lowe Institute is an equal opportunity employer with no preference as to gender, ethnicity, sexuality, or political views. Applications will be judged solely on the expected ability of the applicant to perform the job as defined below.
- For AY20-21 Lowe Student Analysts will be paid as follows:
  - Incoming: \$13.00/hour
  - Returning: \$14.00/hour
  - FG leaders: \$15.00/hour
- Skill with software and programming languages useful for data organization and analysis (e.g. Excel, Stata, R, Python) is highly valued but not strictly required. Completion of Econ 50 is expected. Completion of Econ 120 is extremely useful.
- Entrepreneurial spirit and work ethic are critical. Each role involves pursuing open-ended tasks for which the successful path is not obvious. Lowe RAs must have the initiative and optimism to run down the best available leads without guarantee of success and must have the determination to continue to do so until the goal is met.
- Lowe RAs must also understand when to ask for help and when to keep at it. That means being capable of working on open-ended tasks and finding answers for yourself, yet asking for help rather than continuing to waste time hitting your head against a wall should the task prove unexpectedly difficult.
- Lowe RAs must be responsible about meeting deadlines and communicating effectively with fellow team members and supervising faculty and staff.

### **Specific Roles at the Lowe Institute**

**Economic Journalists [EJ]** will work in a team with the Director and Program Coordinator to develop content for the Lowe Institute's [blog](#) and social media accounts. Content will be defined by a characteristic Lowe brand of data-driven economic analysis. EJs will need to be entrepreneurial in helping to generate ideas, pursue and analyze data, and write content. A weekly Friday mid-day meeting with the entire group is mandatory. There will also be occasional smaller Monday lunch meetings. There will be deadlines.

This role is a good fit for those interested in public intellectualism, journalism, and the intersection of academia and the public. This is a young and expanding program and EJs will be expected to provide energy and ideas in helping expand the program. This is likely to be an exciting but challenging mixture of entrepreneurialism while taking editorial direction and an interesting mix of data analysis and writing.

We expect to hire 10-12 Economic Journalists

**Forecasting Team Members [FT]** will work in a team with the Associate Director (AD) to generate macro-economic forecasts for the Inland Empire. This involves accessing, organizing, and analyzing macroeconomic data; writing reports about several cities in the Inland Empire; preparing slides and graphics; and doing other work to prepare the forecast book. The forecast will be produced quarterly, with two extensive forecast books produced in early October and early March. The approach to a deadline is often a time of long hours and stress in this group.

In the "off-season", FGs will work with the Associate Director to produce white papers on topics chosen by the AD.

These topics will likely have been suggested by discoveries and puzzles unearthed in prior forecasting work. They will be posted on the website and promoted via social media and other channels.

This role is a good fit for students who wish to work in a team, who wish to see intermediate macro and forecasting in action, and who want to understand the economics of cities within a region and think about associated policy issues. It is excellent preparation for jobs in either public policy or white collar data analysis such as consulting. Several past members have gone on to work at the Federal Reserve.

We expect to hire 8-10 Forecast Team Members.

**Research Assistants [RA]** will work one-on-one with a professor on one of the professor's research papers. The professor will outline tasks for the RA, which will likely include finding, generating, cleaning, and manipulating data and may also include data analysis and generation of figures, tables, and graphs. RAs will learn about the specific research project and the general process of research through regular discussions with the professor. The project will produce a research paper by the end of the year.

This role is a good fit for students interested in academia or white collar data analysis. It affords the opportunity to build a close relationship with a Professor while developing the skills of data acquisition, organization, and analysis that are the foundation of entry-level data analyst positions. It also affords a close look at academic research and a potentially valuable letter of recommendation should duties be performed with initiative and distinction.

We expect to hire 5-6 research assistants.

**Research Group Members [RG]** will work in small groups with a professor on early stage research. Activities will be varied but may include reading papers, refining the research question, finding data, analyzing data, writing up findings, preparing graphics and other materials for presentation. There will be mandatory meetings on at least a biweekly basis with the professor. Groups are expected to produce a poster to be presented to the Director. One group will be selected to present their findings to the Lowe Board of Governors at the spring meeting in late April 2020. The other groups' posters will be displayed both at the meeting and outside the Lowe Institute offices during the following year.

This role is a good fit for students who wish to learn about the research process while working in a team. By comparison with the RA position, the RG position affords a wider scope of research activities and a team setting while being less likely to be as close to the academic forefront as the RG projects are more early-stage exploratory ventures. It remains excellent preparation for grad school or white collar data analysis and the opportunity to develop a valuable letter of recommendation should duties be performed with initiative and distinction.

We expect to hire 6-8 research group members.

**Social Media Coordinator [SMC]** will work with the Economic Journalists, Director and Program Coordinator to promote the Lowe Institute's [blog](#) on the social media accounts. This may entail the creation of social media for the Lowe Institute, advertising on social media, and endorsing the content online and on campus. SMCs need to be innovative to create ideas for expanding, and reaching the Lowe's target audience.

Understanding the Lowe's data-driven brand, social media, and advertising would make one a good fit for this job. This role is new, and the SMC will be expected to coordinate with the EJs, Director and Program Coordinator in weekly Friday mid-day meetings. SMCs will be expected to have some vision on how to expand the Lowe Institute's blog.

We expect to hire 1-2 Social Media Coordinator[s]. Please e-mail [kalexander@cmc.edu](mailto:kalexander@cmc.edu) for more information about applying to the Social Media Coordinator role.

To apply, submit the following to Handshake Job Posting #3923581: Application; cover letter expressing your area of interest and specific role desired; resume; unofficial transcript; 1-page analytical writing sample. Applications due Wednesday, September 11, 2020 by 5:00 p.m. If you have any questions, please contact the Program Coordinator, Kelly Alexander at [kalexander@cmc.edu](mailto:kalexander@cmc.edu).