

## RESEARCH ANALYST JOB & INTERNSHIP DESCRIPTIONS

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### Full-Time Research Analyst –Government

#### *Essential duties and functions*

Gathers data to meet specific project objectives by using various informational sources. Assists in planning design instrumentation and research methodology for gathering data. Collects information and establishes a database to catalogue, update and retrieve data. Analyzes data to determine trend, discrepancies or other specific departmental business issues. Coordinates meetings with targeted audiences to identify or clarify departmental issues, which may include committees, consultants, citizen's groups, etc. Authors or edits technical reports to provide a summary of findings. Manages data using statistical analysis processes and project management techniques. Conducts presentations and designs ancillary visual graphics to enhance reporting

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Knowledge of statistical methodology  
Knowledge of city practice, policy and procedures  
Skill in oral and written communication  
Skill in handling multiple tasks and prioritizing  
Skill in using computers and related software  
Skill in data analysis and problem solving  
Skill in planning and organizing  
Ability to establish databases to maintain or track data  
Ability to conduct presentations  
Ability to author technical documents  
Ability to identify variables and utilizing various resources to gather data  
Ability to work with frequent interruptions and changes in priorities  
Ability to establish and maintain good working relationships with other city employees and the public

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### Internship Research Analyst – Private Industry

We are looking for qualified Intern applicants who are determined and creative problem solvers to work in a dynamic, geopolitically and analytic-oriented environment at our office, Austin, TX. For this internship position, the successful candidate must have experience in Geospatial Information Systems (GIS). This intern will work with a variety of staff covering the world's geographic areas on issues centering on security, finance, energy, politics, and military affairs. There will be forthcoming company internship opportunities working on the

issues noted above in all Divisions. All internships require that the selected candidate be adaptable, and able to respond to a variety of tasks; be able to shift their focus and priorities in response to priorities, and be able to integrate new information.

In return, Research Analyst interns are given the opportunity to learn invaluable problem solving skills, conduct wide-ranging and high-impact research, and to further refine their analytical skills as team members, for Client requirements, and our publication needs. Interns will have the opportunity to pursue and develop their own projects in their areas of interest with support from the team.

Applicants should be problem solvers, able to create solutions for complex geopolitical analysis requirements. They must also be able to learn new information quickly, and communicate multifaceted information simply and clearly. Organizational skills are essential. The three-month Research Analyst Intern will receive a stipend, and will be located in Austin, Texas. The work schedule is up to 30 hours a week, depending on schedule and ability. The Department is also willing to work with college programs in which credit is offered for internships for the right applicant.

This GIS-focused internship will start in early January and end in late March. The start and end dates are somewhat flexible.