

Date Posted: 06/08/2011

**University of Houston  
Graduate College of Social Work**

**JOB OPPORTUNITY POSTING**

**Job Title:** Research Assistant

**Employer/Agency:** Laura and John Arnold Foundation

**Job Description:** The Laura and John Arnold Foundation is a private foundation located in the Galleria district of Houston, Texas. We have a lean and efficient staff and a high energy work environment. The Laura and John Arnold Foundation is currently focused on the three primary issue areas: Criminal Justice Reform, K-12 Education, and Public Accountability. Our core objective is to produce substantial, widespread and lasting national and community reforms that will maximize opportunities and minimize injustice in our society. To do this, we identify challenges and address root causes through innovative, multi-disciplinary solutions. We seek to incentivize and motivate bold new creative thinking and effort, thereby igniting a renaissance of new ideas and approaches applied to old problems.

**Core Responsibilities:**

- Research public policy interventions in Public/Government Accountability
- Make policy recommendations based on research findings
- Present findings and policy recommendations to Foundation staff and policy makers

**Qualifications:**

**Essential skills, experience and abilities:**

- Experience in public policy and/or legislative research
- Experience writing and editing public policy briefs and/or reports
- Ability to grasp technical and theoretical concepts
- Ability to work simultaneously on multiple projects and meet deadlines
- Excellent written and oral communication skills

- Creativity in finding answers to difficult questions
- Ability to evaluate a variety of information and provide policy recommendations
- Bachelor's degree or higher in economics, public policy, statistics or a related field

**Desirable skills, experience and abilities:**

- Strong Statistics/math skills
- Public policy, regulatory, legislative knowledge and experience
- Creative, outside-the-box thinking

**Desirable personal qualities:**

- Self-motivated and proactive
- Flexible and adaptable
- Ability to work independently
- Thorough, good attention to detail
- Passionate about addressing challenges in society
- Enthusiastic
- Ability to deal confidently with experts in their field

**Salary/Hours:** \$35,000 to \$55,000 depending on qualifications  
Full-time

**Employer/Agency:** Laura and John Arnold Foundation  
**City, State, Zip:** Houston, TX

**Application Method:** If interested in this position, please send a resume, cover letter, and contact information for three references to [jobs@arnoldfoundation.org](mailto:jobs@arnoldfoundation.org).

**Opening Date:** Immediately

***If your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at [mawjobs@sw.uh.edu](mailto:mawjobs@sw.uh.edu) with the hiring details of your new job opportunity.  
Thank you***