

Summer Internship

Public Policy, Fiscal, and Economic Analysis Practice

Posted: February 5, 2010

Anderson Economic Group, LLC is looking for qualified candidates for a summer internship in our East Lansing, Michigan or Chicago, Illinois office.

Responsibilities

Upon joining the firm, the right candidate will:

- Research and collect economic and policy data from the Census Bureau, BEA, BLS, state and federal agencies, and other such sources.
- Analyze and manage data using spreadsheets and statistical software.
- Apply economic reasoning to answering public policy questions.
- Prepare written analyses and exhibits of data for public policy reports.
- Assist with administrative tasks such as filing, document production, proofreading, and project management.
- Assist with promotional activities such as writing white papers on relevant topics and sending out targeted mailings.

Preferred Qualifications

The position requires excellent research skills, qualitative and quantitative analytic abilities, and excellent writing and oral communication skills. Applicants will be expected to demonstrate a proven track record of applying these abilities with a high level of quality and accuracy. Applicants will also be expected to have an awareness of important policy issues in Michigan and Illinois. Graduate course work in economics, public policy, or a related field is preferred, as is experience in a professional office environment.

Proficiency with standard office software (particularly Microsoft Word, Excel, and PowerPoint) is required. Experience with analytical tools such as databases, mathematical (e.g. Matlab) or statistical software (e.g. Stata), and professional layout or document software (e.g. Adobe Framemaker) is preferred.

About AEG

Founded in 1996, Anderson Economic Group LLC provides consulting services to both the private and public sectors throughout the United States. Our clients include large and small businesses, state and municipal governments, and nonprofit associations. Our employees are required to adopt and support the AEG core values of *professionalism*, *expertise* and *integrity*, and to apply high internal standards for work effort and quality.

Hours and Compensation

This position requires approximately 40 hours of work each week during our normal business hours (8:30a.m. - 5:30p.m.). Anticipated start date is late May/early June. We would like the intern to work 10 to 12 weeks. Compensation includes an hourly wage, which will be determined based on the selected candidate's experience.

To Apply

Before applying, please review the information on our firm, our service areas, and a selection of past projects and publications at: <http://www.AndersonEconomicGroup.com>.

To apply, send your resume, cover letter, and a 2-5 page work sample demonstrating your writing and analytic abilities via mail to:

Ms. Lori Knechtel
Human Resources Manager
Anderson Economic Group LLC
1555 Watertower Place, Suite 100
East Lansing, MI 48823

In your cover letter please mention a report or case study that is indicative of the type of work you find most interesting at AEG. **Please reply by March 5th.**

We are an equal opportunity employer, and welcome qualified applicants from diverse backgrounds.