



The Florida Legislature

OFFICE OF PROGRAM POLICY ANALYSIS AND GOVERNMENT ACCOUNTABILITY



P. K. Jameson, Coordinator

Graduate Research Assistant – Academic Year

The Office of Program Policy Analysis and Government Accountability (OPPAGA) is a research unit of the Florida Legislature that conducts studies of Florida agencies and programs to assist the Legislature in its policy and budget deliberations. Our graduate research assistant position provides a compensated hands-on learning experience for 25 hours per week.

Responsibilities include:

- working in a team environment with professional legislative analysts to complete research projects;
- collecting, analyzing and interpreting data (mostly secondary data obtained from state agencies);
- conducting interviews with state agency staff, stakeholders, and other information resources;
- conducting surveys or focus groups, or using other qualitative research methods; and
- observing legislative committees to monitor policy issues.

Preference will be given to applicants with the following knowledge, skills, and abilities:

- graduate degree course work in qualitative or quantitative analysis and research fields, such as public administration, public policy, business administration, economics, demography, statistics, finance, education, social work, planning, management, accounting, and the social sciences;
- understanding of principles of governmental organization, budgeting, and accountability;
- understanding of research methods, descriptive and inferential statistics, and financial analysis;
- experience using Microsoft EXCEL and SPSS or similar statistical packages;
- experience as an effective contributor to a work team; and
- interest in pursuing a career in government policy analysis and program evaluation.

The graduate research assistant position lasts throughout the academic year, 25 hours per week. The salary is \$13.00 per hour. The program provides an opportunity to work in a state legislative office with a highly qualified, multidisciplinary staff that includes public administrators, social scientists, MBA graduates, attorneys, and others. Travel expenses incurred by the intern in the conduct of an approved OPPAGA project will be reimbursed as allowed by s. 112.061, *Florida Statutes*.

To apply, submit the following:

- [legislative application \(www.leg.state.fl.us/Publications/general/Joint/administrative/application.pdf\)](http://www.leg.state.fl.us/Publications/general/Joint/administrative/application.pdf);
- cover letter that details your status in graduate school, when you expect to graduate and a brief description of the topic and research methods used for at least two team or individual graduate-level research projects you have worked on; and
- transcript(s) of all graduate and undergraduate credits (unofficial copies are acceptable for review).

Application materials can be submitted to apply@oppaga.fl.gov or mailed to the address below. For questions, contact Mark Baird at (850) 717-0527. If an accommodation is needed for a disability, please notify Human Resources at (850) 488-6803. OPPAGA is an Equal Opportunity Employer. The application deadline for consideration is **August 6, 2021** or until the position is filled.

111 West Madison, Suite 312
Tallahassee, Florida 32399-1475
(850) 488-0021
www.oppaga.state.fl.us