

THE MILKEN INSTITUTE
ECONOMIC RESEARCH ANALYST

Organization Description

The Milken Institute is a publicly supported, nonpartisan, independent think tank whose work makes a difference in the lives of people worldwide by helping create a more democratic and efficient global economy. For more than 15 years, the Milken Institute has used capital-market principles and financial innovations to address social and economic challenges, from energy independence to poverty, here in the United States and around the world. We help business, foundation, academic and public-policy leaders identify and implement new ideas for creating broad-based prosperity.

By combining the tools of modern analytics with creativity in the capital markets, we put our research to work, turning ideas into action. Through a variety of indexes, indicators and in-depth research projects, our research products form the foundation of fact-based decision-making in a variety of disciplines. Areas of focus include global financial markets, financial innovations, development finance and corporate finance, among others.

Position: Economic Research Analyst

The Institute is seeking a research analyst to join the Capital Studies group. Areas of focus include global capital markets, financial innovation, development finance, corporate finance, and banking regulations, among others.

Responsibilities include:

- Collect, integrate and analyze data from various databases and publicly available sources
- Conduct literature reviews and synthesize economic, financial and policy research
- Assist senior staff with data requests and PowerPoint presentations
- Draft papers and research reports based on findings
- Prepare financial and policy proposals for program development

The position will report to Milken Institute senior staff.

Job Qualifications

It is expected that the applicant meets the following selection criteria:

- Advanced degree in Economics or a closely related field and (preferably) 2 years relevant research experience
- Strong and proven background in economics and financial markets
- Intellectual curiosity and ability to quickly learn in preparation for new projects
- Excellent data analytical skills, sound logic, good judgment and attention to detail
- Knowledge of or willingness to learn databases such as International Financial Statistics, DataStream, Bloomberg, among others
- Proficiency in Microsoft Word, Excel and PowerPoint. Previous programming experience using statistical software (such as Eviews, SAS, Stata) is a strong plus
- Self-starting, hard working, well organized, capable of juggling multiple tasks under tight deadlines and ability to work as a team player
- Good communication skills, both oral and in writing

Please submit a cover letter, resume, writing sample and names of 3 references with full contact information to: Karen Giles at kgiles@milkeninstitute.org. Only complete application packages will be considered.

The Milken Institute is an equal opportunity employer: minority applicants are encouraged to apply. Position will remain open until filled.