

# **The W. E. Upjohn Institute for Employment Research Internship Opportunity**

The Upjohn Institute is seeking a Research Intern to work with our Southcentral Michigan Planning Council (SMPC) Team on urban planning projects.

Since 1932, the W.E. Upjohn Institute for Employment Research has functioned as one of the world's leading independent labor economic research organizations, seeking to research the causes and effects of unemployment and methods of alleviating it.

Our SMPC Team is one of 14 regions in Michigan that include Branch, Calhoun, Kalamazoo, and St. Joseph Counties. SMPC serves local units of governments, the Michigan Department of Transportation, and Road Commissions and Departments.

## **Summary of Internship**

This paid position will work closely with the Institute's Southcentral Michigan Planning Council team and assist in conducting research for large-scale regional studies and assist with the creation of local master plans. Most notably, SMPC was asked to lead the creation of a regional housing plan. The plan will look to examine current housing development and utilization trends, analysis of market failures in the regional housing ecosystem, research best practices relative to regional housing, and development of strategies to overcome deficiencies in the housing system. This internship would contribute to the creation of the regional housing plan. SMPC is often contracted to write master plan for local units of government. The internship would afford the intern the opportunity to assist with the creation of local master plans.

This position is under the supervision and guidance of the Southcentral Michigan Planning Council Director.

## **Responsibilities and Tasks**

Assist in conducting research for, and drafting sections of, regional studies. Research activities will include: quantitative data assembly and analysis, qualitative data collection (assist with interviews and group discussions), analysis of case studies and best practice, and development of implementation strategies. Research applicable local, state and federal statutes.

Assist in the creation of local master plans. Related activities will include: analysis of existing local plans, demographic data collection, best practice research, and development of implementation strategies. Attendance at local meeting is a possibility.

Other duties may vary by projects initiated during internship.

## **Learning Objectives**

- Develop or enhance quantitative research and analysis skills including the use of statistical analytical software
- Develop or enhance qualitative research and analysis skills including interviewing, group discussions, and charrettes
- Gain an understanding of research design and implementation
- Gain an understanding of project management

## **Necessary Skills and Experience**

Bachelor's degree in urban planning, economics, mathematics, or a related field required. Master's degree attainment or pursuit preferred. Knowledge of statistical analysis and related software, publicly available data source access, regional planning, and general understanding of municipal operations is important, but

not necessary. Must have excellent organizational, public relations, verbal and written communication skills, and an interest in, and wiliness to learn statistical analysis. Proficiency in Microsoft Office Suite, ArcGIS, and statistical analytical software products as well as other media tools is desired.

### **Length and Schedule of Internship**

Internships are time limited, typically lasting three to six months. Length and schedule are negotiable based on the needs of the department and the candidates' educational goals.

### **We Will Provide**

- Challenging assignments and responsibilities
- Meaningful projects that complement academic programs and/or career interests
- A broad exposure to our organization
- Consistent feedback, supervision and mentoring
- Industry relevance and real-world application
- An encouraging, approachable and welcoming environment
- Compensation commensurate with education and experience

### **How to Apply**

Interested candidates should submit a cover letter, resume and list of references to [HR@upjohn.org](mailto:HR@upjohn.org) by April 30.