

Position Description

Title: Research Assistant–Limited Term (Summer 2024)
Department: Legislative Coordinating Commission (LCC)
Reports to: Office on the Economic Status of Women Director
Job Level: 2

Working Title: OESW Research and Communications Assistant

Primary Objective:

The Office on the Economic Status of Women (OESW) is a non-partisan office that advises the legislature and provides information and statistics on women in Minnesota. The OESW gathers statistical information on population characteristics, educational attainment and enrollments, marital and parental status, household characteristics, labor force status and employment characteristics. This information is made available and distributed through reports, fact sheets, and newsletters.

The OESW Research and Communications Assistant will support with conducting research and updating OESW reports, fact sheets, and newsletters. Additionally, this position will develop a social media calendar, assist with the OESW Advisory Committee meeting, and research potential locations to host OESW listening sessions throughout the state of Minnesota.

Responsibilities & Tasks:

A. Research and Analysis

- a. Compiles and analyzes data and prepares information relating to the economic status of women.
- b. Research potential locations in Minnesota to host listening sessions for the OESW.

B. Communications.

- a. Assist with updating reports, fact sheets, and newsletters.
- b. Develop social media calendar, including creating content (written and visual)
- c. Respond to emails coming into the OESW general email box as authorized or forward to the appropriate staffperson and/or office in a timely manner.

C. Perform other duties as assigned.

- a. Attend LCC staff meetings.
- b. Assist with arrangements for and follow-up of OESW Advisory Committee meetings and attend meetings related to the work of the OESW.
- c. Provide administrative assistance when requested by the OESW Director.

* All identified duties are essential under the Americans with Disabilities Act.

Budget Responsibility: No direct budget oversight.

Supervisor Responsibility: None.

Working Conditions/Physical Demands:

- Sitting for up to 25 hours per week.
- Walks and transports materials across floors and buildings.
- At times the position may deal with frustrated constituents.

Minimum Qualifications:

1 year working in a setting that engages with members of the public. 2 years using Microsoft Office products.

High school diploma.

Coursework in statistics or experience with data analysis.

Non-partisan background.

Excellent customer relations skills.

Preferred Qualifications:

Bachelor's degree.

Experience or familiarity with the legislative process.

Security training.

This is a temporary position from approximately mid-May to the end of August 2024.

Part Time , 15 to 25 hours per week.

The recruitment range for this position is \$19.50/hour to \$23.30/hour. The level offered will be based upon an assessment of the candidate's level of experience.

To ensure consideration, application should be received by May 8, 2024. **Interested applicants must submit a cover letter with their resume to the LCC Research Assistant Search Committee at lcc@lcc.mn.gov** or mail to the LCC Research Assistant Search Committee, Legislative Coordinating Commission, 658 Cedar St., Centennial Building, 1st Floor, St. Paul, MN 55155. If you have specific questions, please contact Heather Heyer at heather.heyer@lcc.mn.gov