National Institute on Retirement Security

Position Description for Research Assistant

The National Institute on Retirement Security (NIRS) is a non-profit research and education organization that seeks to inform policymaking by fostering a deep understanding of the value of retirement security. Members of NIRS include retirement systems, financial firms, employee and retiree organizations, and other nonprofit organizations who share the goal of enhancing retirement security in America through a system that simultaneously meets the needs of employers, employees, and the public interest.

NIRS seeks an entry-level Research Assistant to support the research efforts of the organization. The research assistant will work with the Research Manager and the Executive Director to complete assigned research projects.

Duties include:

- Work with the research manager to complete research projects in a timely manner
- Support the general research efforts of NIRS by completing assigned tasks
- Conduct quantitative analyses using Stata
- Collect data from various sources, typically from government datasets and surveys, or from plan documents from public pension plans
- Assist with the writing of reports, issues briefs, and infographics
- Participate in webinars describing NIRS research

Requirements:

- Strong quantitative analysis background, especially experience with Stata, is strongly desired.
- Experience with collecting data from government databases or surveys is preferred.
- Excellent writing skills are required. Experience writing research reports, issues briefs, or fact sheets is helpful but not required.
- Knowledge of public pension and/or retirement issues is desirable but not required.
- A minimum of a Bachelor’s Degree is required; advanced degree is preferred. Preferred fields of study include economics, public policy, or other social sciences, but other educational backgrounds will be given full consideration.
- Strong computer skills, including familiarity with Microsoft Office Suite, are required.
- Excellent organizational skills with the ability to juggle multiple deadline-driven projects
- Strong written and verbal communication skills
- Keen eye for details with commitment to effective follow up
- Ability to work collaboratively in a small-team environment

NIRS offers a competitive starting salary commensurate with education and experience, and excellent benefits, including retirement benefits, as well as medical, life, and disability insurance.
NIRS is located in a prime, Metro-accessible, downtown Washington DC location and offers the option of a hybrid work arrangement. This is a two-year position with the possibility for an extension.

To apply, send resume, cover letter, and sample of research work to Tyler Bond at tyler@nirsonline.org. Please write “Research Assistant” in the subject line.