Intern – Research Analyst

BW Research is seeking highly motivated Research Analyst Interns to join the team for the Spring 2027.

RESPONSIBILITIES

- Assist firm partners in meeting client needs and deadlines
- Compile and analyze secondary databases (e.g., population demographics, industry, training inventories, and occupational data)
- Write and describe data analyses and their implications for programs, policies and plans
- Analyze and summarize changes in public policy, current events, and technological developments in the context of workforce or economic development
- Coordinate with data collection team members to check survey programming and ensure high quality control, including testing programmed web surveys using Qualtrics software
- Conduct thorough data cleaning and processing prior to analysis
- Build PowerPoint presentations that will be delivered to clients by the firm partners

REQUIRED & PREFERRED SKILLS

- Strong understanding of qualitative and quantitative research techniques, and data analysis
- Attention to detail, data processing, and analysis skills
- Curiosity and interest in solving economic and social challenges for individuals and communities via public policy.
- Ability to understand policy implications and evidence-based policy analysis
- Solid analytic and critical thinking skills
- Exceptional eye for detail and quality control
- Strong background in Excel, Word, and PowerPoint skills, and some experience with SPSS or equivalent statistical analysis applications is preferred
- Strong technical writing skills
- Internal drive - motivated to produce high quality research deliverables and meet client deadlines
- Ability to work on multiple projects for diferent clients during the same time period