

Job Description: Research Assistant

The Medicaid and CHIP Payment and Access Commission (MACPAC) is a Congressional support agency that advises the U.S. Congress on key Medicaid and Children's Health Insurance Program topics. MACPAC is mandated to issue reports to the Congress due no later than March 15 and June 15 of each year. The reports provide the Congress with current and relevant information about the Medicaid and CHIP programs, their roles in the U.S. health care system, and the key policy and data issues to be addressed to guide the Congress' policy decisions on topics outlined in the Commission's statutory charge. MACPAC develops the analytic base for these reports and carries out its mission by conducting independent policy and data analysis and health services research on key Medicaid and CHIP topics, leading to recommendations to improve Medicaid and CHIP programs.

Major Duties

- Analyze quantitative data on Medicaid, CHIP, and other sources of health coverage using spreadsheet and statistical software, typically Excel and SAS
- Prepare tables and figures using Excel, Word, PowerPoint, and other software
- Perform literature searches, review content, and prepare written summaries
- Monitor and prepare tracking documents on Medicaid and CHIP policy issues, such as the implementation of program options under the Affordable Care Act
- Fact check, proofread, format, and provide other assistance to senior staff in the preparation of background papers, meeting presentations, reports to Congress, and other MACPAC products
- Assist with other activities as assigned

Knowledge and Skills

- Knowledge of health policy or public policy
- Strong quantitative skills and demonstrated experience with analysis and presentation of data in Excel; familiarity with additional statistical software applications, particularly SAS, is desirable but not required
- Ability to clearly and concisely communicate information in writing and orally
- Ability to quickly and accurately compose, format, and proofread written documents in Word and slide presentations in PowerPoint
- Initiative and resourcefulness to gather and synthesize relevant information on policy questions of interest
- Ability to handle multiple tasks in a timely manner
- Excellent organizational skills and attention to detail and accuracy

Experience and Education

- Recent bachelor's degree in a discipline consistent with the stated qualifications, such as economics, public policy, public health, or political science
- Coursework emphasizing quantitative analysis
- Salaries are commensurate with experience.



To Apply

Please send your resume, one-page cover letter, brief writing sample, and unofficial academic transcripts to resumes@macpac.gov. All applicants will receive an e-mail confirming receipt of your application materials. Applications will be reviewed as received on a rolling basis. MACPAC will contact you if we wish to schedule an interview.

