

**Program Overview:** The University of Washington has a collaborative program with the Bill and Melinda Gates Foundation that pairs students and faculty from multiple schools at the University of Washington, including the Foster School of Business, the Department of Global Health (START), Evans School of Public Affairs (EPAR), and College of Education to provide research and analytical support to the Foundation's Global Health, Global Development, and U.S. [Education] Programs. The Foundation requires high quality, expeditious data and analysis to meet the daily information needs and the longer-term objectives of their strategic plans. The Global Business Center works specifically with the Gates Foundation U.S. Programs/Education division.

**Position Summary:** These are exciting opportunities to develop practical skills in applied research and analysis, and work closely with faculty members to receive training, support and guidance. Specific projects depend on foundation requests, but may include research briefs (4-6 pages), literature reviews or background research, and data support related to the foundation's strategies or grant-making programs in U.S. Education. Work also often includes data or financial analysis, presentations, market research and/or analysis, and creation or improvement of toolkits or data frameworks.

**Desired Skills:** *(not all required for all projects)*

- Extensive writing experience and ability to translate and summarize research reports.
- Significant knowledge of and/or experience working in the U.S. education system.
- Experience in consulting or creating business plans.
- Advanced market analysis capabilities.
- Advanced quantitative and data analysis skills.
- Advanced database management skills.
- Advanced skills in business communications and data presentation
- Advanced spreadsheet skills (Microsoft Excel).
- Work experience in a fast-paced environment with demonstrated ability to juggle multiple and competing demands, establish priorities, and meet deadlines.
- Strong communication and interpersonal skills
- Strong attention to detail.
- Ability to work independently, manage client relationship and see projects through to completion.

**Dates of Appointment:** Fall Quarter 2023 (possibility to extend)

**Eligibility:** This position is typically open to current 2<sup>nd</sup> year Daytime MBA students or 2<sup>nd</sup> or 3<sup>rd</sup> year Evening MBA students. Experience working in U.S. education is preferred. *Those employed previously by Gates Foundation are not eligible.*

**Time Commitment:** 20 hours/week (project dependent)

**Compensation:** Tuition, Fall Quarter

**Location:** Virtual (potential for some in-person activities)

**Application Instructions:** To apply, please send a **cover letter & resume** to [fbrg@uw.edu](mailto:fbrg@uw.edu), no later than 11:59 pm on Sunday, September 17<sup>th</sup>. Include "Education consulting" in the subject line. In your cover letter, please confirm that you are available to work approx. 20 hours per week and indicate any specific unavailable dates. Interviews will be held the week of September 18. Project work will begin shortly thereafter.