Medicare Payment Advisory Commission (MedPAC)
Research Assistant – 2018

Summary:
The Medicare Payment Advisory Commission (MedPAC) seeks research assistant candidates who are committed to producing high-quality work in an intellectually challenging environment. We are interested in candidates who would be available to start work in the Summer of 2018 and commit to the position for two years. MedPAC is a small, nonpartisan federal government agency that advises the U.S. Congress on the Medicare program. The Commission consists of 17 commissioners who are national health policy leaders, and approximately 35 full-time staff. MedPAC staff evaluate Medicare policies and payment systems, develop policy options for consideration by the Commission, and present their work in regular public meetings. MedPAC publishes its recommendations and supporting analyses in two annual reports and other periodic reports as mandated by Congress. In addition, staff prepare analyses of proposed regulations, write issue briefs, and contribute to the preparation of Congressional testimony. They provide technical support as needed to Congressional staff through memos and briefings.

Research assistants must be able to work as part of a team and independently take on assigned tasks to fulfill the Commission’s mandate. We particularly value candidates with written and oral communication skills, because research assistants are asked to write policy briefs and present findings in public. Depending on need, research assistants perform a variety of tasks including data collection, data programming (using SAS software), literature reviews, interviewing, and coordination of travel for site visits. Specific qualifications include:

Research skills:
• Experience with quantitative and qualitative research
• Familiarity and comfort with statistics, data analysis and spreadsheet analysis
• Resourcefulness to investigate complex issues and synthesize information
• Ability to prioritize and handle multiple tasks in a timely and complete manner
• Willingness and determination to learn new skills
• Knowledge of health policy or public policy

Writing and communications skills:
• Ability to coherently and concisely communicate research findings in writing
• Ability to present research findings orally

Education and experience:
An undergraduate degree in a discipline such as economics, political science, public policy, health services research, public health, health administration or pre-medicine. We will also consider highly-qualified candidates from other academic disciplines who have skill sets applicable to the Commission’s work. At this time we are not considering candidates with masters or doctoral degrees.

Following their two-year commitment, research assistants have gone on to attend graduate school in a number of different fields (public policy, economics, medicine, nursing, law, and the humanities) or have taken positions in large health care systems, policy organizations, or other government agencies.

To apply, send a resume, cover letter, and two writing samples to: Medicare Payment Advisory Commission, 425 I Street, NW, Suite 701, Washington, DC 20001. E-mail submissions to RAjobposting@medpac.gov. U.S. citizenship required.

MedPAC is an equal opportunity employer.