

## STAFF OPENING

**Title:** Research Assistant  
**Department:** Research  
**Reports to:** Senior Director, Industry & Financial Analysis

As the leading global association of mutual funds, ETFs, and other regulated funds, the Investment Company Institute encourages adherence to high ethical standards, promotes public understanding, and works to advance the interests of funds, their shareholders, directors, and advisers. We currently have a Research Assistant position available in our Research department.

As a member of the Industry and Financial Analysis group, this position is responsible for providing research assistance to Senior Economists and Economists, and under their direction, analyzes economic, financial and mutual fund industry developments and trends.

Essential functions of this role include:

- Assists in economic and finance research projects, including the assembling of (potentially large) databases from the Institute and outside sources and performing applications of econometric and statistical programs.
- Accesses, retrieves, and works with survey or statistical data from the Institute or external sources.
- Helps to ensure the accuracy and reliability of data collected and used in research projects.
- Collects and enters data and helps maintain databases.
- Prepares charts and tables for presentations and publications.
- Undertakes other tasks as directed by senior staff.

If you have the following credentials, we encourage you to apply:

- Undergraduate degree in economics, finance, math, or other quantitative field.
- Previous internships or research assistantships in economics helpful but not required.
- Strong attention to detail; ability to take initiative and work independently.
- Demonstrated strength in math as shown by coursework in math and/or statistics.
- Working knowledge of Excel and PowerPoint.
- Demonstrated aptitude for statistical programming; knowledge of R, Python, SAS, Stata, Matlab, or SQL a plus but not required.
- Ability to interact with other Institute staff, member representatives and outside vendors in collaborative research efforts.

ICI offers competitive pay, excellent benefits to include a comprehensive medical plan, generous 401(k) retirement savings plan, paid leave, commuting subsidies, and tuition reimbursement as well as training

and development opportunities. Based in Washington, DC, ICI is conveniently located next to McPherson Square Metro station.

To be considered for the position, email your cover letter and resume to [employment@ici.org](mailto:employment@ici.org)

ICI is an Equal Opportunity Employer that values diversity and inclusion in the workplace.