

Program Coordinator

Institution: *The Wharton School, University of Pennsylvania*

Penn Wharton Budget Model (PWBM) is seeking to hire a Program Coordinator to handle administrative work. Job responsibilities include handling all purchasing for the department, arranging travel for PWBM employees and guests of PWBM, coordinating with HR for various things including hiring, and providing support for our website. Because this role handles purchasing for the department, the person hired will also participate in discussions on PWBM's budget as well as help coordinate PWBM events. This will be a two-year position subject to renewal based on the discretion of faculty director and available funds.

While the majority of the work is administrative in nature, there are opportunities for an interested and capable candidate to participate in data analysis/research or other areas of PWBM such as programming, business development, and outreach. Since PWBM is a part of the University of Pennsylvania, the successful candidate will also be able to take up to two classes at the university each semester for free. The previous holders of this position have taken advantage of these opportunities to develop their skills and move on to roles in fields such as software development and finance.

Requirements include a bachelor's degree, great attention to detail, and initiative. An interest in economics and public policy is highly valued. Technical skills related to research, data analysis, and programming are pluses since there would be opportunity to utilize those skills on non-administrative projects.

To apply for this position, please email your resume to Mariko Paulson (marikop@wharton.upenn.edu) with the subject line "Program Coordinator Position".

More about PWBM:

The Penn Wharton Budget Model (PWBM) is a non-partisan, research-based initiative that provides accurate, accessible and transparent economic analysis of public policy. Besides being non-partisan, we are non-normative, in that we do not make policy recommendations. Instead, the intention of the PWBM is to be the honest broker of analysis working at the intersection of business and policy to help policy makers, the public, and businesses make fact-based decisions. PWBM has been influential in many key recent policy discussions, including tax reform, infrastructure, universal basic income, debt and Social Security.