



Job Title	Graduate Fellow
PVN ID	VB-2503-006771
Category	Research
Location	OFFICE OF SR VC-BUDGET, FINANCE & FISCAL POLICY
Department	CUNY Institute for State and Local Gover
Status	Part Time
Hourly Rate	\$25.00-\$25.00
Hour(s) a Week	10.00-20.00
Closing Date	May 25, 2025 (Or Until Filled)

General Description

CUNY Institute for State and Local Governance (ISLG): About Us

ISLG is a good governance think-and-do tank. We are driven by the idea that data-informed approaches can measurably improve the way government and public institutions operate, equitably serve all constituents, and ultimately solve social policy problems. We also provide the knowledge and action needed to fuel those approaches. With the necessary research, policies, partnerships, and infrastructures, we help government and public institutions work more effectively, efficiently, and in the interest of all communities.

Our Goals for Diversity and Inclusion

We strive to foster an office environment and an approach to work that welcomes and respects different perspectives, backgrounds, and life experiences. We are working towards our goal of recruiting and retaining staff, interns and advisory group members who are diverse in terms of race, national origin, sexual orientation, gender identity or expression, age, religion, veteran status, socioeconomic status, disability, and justice system involvement.

Who we are looking for

ISLG is recruiting for **two CUNY Graduate Fellows** to work with its Operations team on economic forecasting projects including:

- Puerto Rico Budget Forecasting - ISLG partnering with the Government of Puerto Rico to establish administrative and statutory reforms to develop guardrails that strengthen the management of the Commonwealth's finances. A new part of this effort is assisting Puerto Rico in their budget forecasting efforts.
- CUNY Revenue Forecasting – ISLG is working with the CUNY Budget Office to provide revenue forecasts for individual CUNY schools. These forecasts will help schools to create more accurate budgets and financial plans.

This is an excellent opportunity for students looking for applied experience in economics, data cleaning and

statistical modeling. The chosen fellows will work with a senior economist with extensive government and academic experience, assisting with tasks related to the development of forecasts, including:

- Data cleaning and analysis
- Testing and development of forecast models, including identification and testing of model variables
- Generating budget and enrollment forecasts
- Communicating results of forecast models

The engagement will run for twelve months. Fellows will have a hybrid work schedule and report to a designated ISLG staff member.

Other Duties

Qualifications

We would love to hear from you, if you are/have:

- Currently enrolled in a graduate degree program in Economics (or a related field) at a CUNY school
- Coursework and/or experience in econometrics or applied statistics is a plus
- Quantitative skills, statistical modeling is a plus
- Proficiency and experience in data manipulation
- Knowledge of some sort of language/software (R, Python, EViews, SPSS, STATA)
- Microsoft Office, particularly Excel
- Spanish proficiency is a plus, but not required

How to Apply

To apply for an internship, you will need to submit the following:

- A cover letter that includes your skills and experience, and how you plan to apply each in this role.
- A resume or curriculum vitae.
- The contact information for 2 references (preferably professors or former supervisors)

All application documents must be in English and submitted in a single PDF.

Applications will be reviewed on a rolling basis.