

19-12 ASSISTANT ANALYST – NATIONAL SECURITY

National Security Division

The Congressional Budget Office is a small nonpartisan agency that provides economic and budgetary analysis to the Congress. CBO's National Security Division is seeking an Assistant Analyst. The division analyzes policy issues related to the defense budget, veterans' affairs, and homeland security. The division examines the long-term costs of the Defense Department's plans, alternative ways of achieving certain military capabilities, and the benefits and drawbacks of possible changes in military compensation and veterans' benefits.

The Assistant Analyst will support the division's research by working with project leaders on a range of tasks, including gathering data from many sources, analyzing data, conducting literature reviews, and collaborating with analysts on research and written reports. The analyst will also interact with others in legislative and executive branch agencies and at research institutions.

The position is an opportunity to improve modeling, programming, and analytic skills in a research-intensive environment and to gain experience with the defense budget and national security policy. Assistant Analysts often pursue professional or graduate degrees in fields such as economics and finance following their two- to three-year appointments at CBO.

Qualifications

Candidates must have a bachelor's degree in the physical sciences, natural sciences, economics, computer science, mathematics, statistics, policy analysis, political science, or related field, and they must have had a significant amount of quantitative coursework. Furthermore, candidates should have:

- U.S. citizenship and the ability to obtain and maintain a Top Secret clearance.
- Outstanding quantitative skills, including experience with statistical and scientific software packages such as Stata, SAS, MATLAB, R, or Python;
- Familiarity with the Microsoft Office suite of products (Excel, Word, and PowerPoint);
- Strong interpersonal and teamwork skills;
- Initiative and the ability to work independently;
- Strong written and oral communication skills; and
- A track record of meeting deadlines.

This position is only for candidates who have a bachelor's degree; it is not for those who have or are close to completing a master's degree.

Salary and Benefits

The salary range is \$42,000 to \$48,000, and the salary will be commensurate with related experience. CBO offers [excellent benefits](#) and a collegial, respectful work environment.

How to Apply

Please submit a cover letter, résumé, brief writing sample, unofficial transcripts, and contact information for three references at www.cbo.gov/careers. Incomplete applications will not be considered. Please submit a cover letter, résumé, brief writing sample, unofficial transcripts, and contact information for three references. To ensure consideration, apply by November 26, 2018; this position may be closed at any time after that date. Only complete applications will be considered. This position is covered by the Veterans Employment Opportunities Act of 1998 as made applicable to CBO by the Congressional Accountability Act, as amended.

Contact

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