



# POVERTY SOLUTIONS

UNIVERSITY OF MICHIGAN

## OVERVIEW

University of Michigan Poverty Solutions (UMPS) will be running and conducting research on a guaranteed income pilot program, Guaranteed Income to Grow Ann Arbor (GIG A2), that provides monthly payments to low-income entrepreneurs, small business owners, and gig workers living in Ann Arbor.

UMPS is seeking to hire students who can assist in the launch of this pilot program by supporting community outreach, application assistance and review, and participant onboarding during the Fall 2023 semester and possibly into the early part of the Winter 2024 semester.

## RESPONSIBILITIES

- Describe and answer questions in detail on the pilot program and research study to residents, applicants, and participants
- Assist residents by email and by phone, and possibly in-person (typically off-campus) with completing program application during the two-week application window, including confirming eligibility and acceptable documentation, completing applications on behalf of residents, and following up with residents on missing application information
- Review completed applications for eligibility and sort applications based on specified criteria
- Meet with participants individually by video call and possibly in-person (off-campus) during the onboarding period to describe participation in the program, communicate potential effects of participating on public benefits, encourage and process enrollment in research study (including administering surveys), ensure registration with payment service, and answer questions
- Support UMPS staff at community events and forums
- Attend at least two training sessions in-person or remotely
- Follow data management and activities reporting procedures

## REQUIRED QUALIFICATIONS

- Excellent interpersonal skills, including the ability to be patient and compassionate with clients or residents seeking guidance or support
- Ability to assess complex situations and respond with problem-solving skills
- Excellent verbal communication skills
- Punctual and accurate communicator, responsive to email, phone calls, or other communications from supervisor as well as residents, applicants, and participants
- Excellent organization with demonstrated attention to detail
- Ability to learn and adapt to work management tools and procedures quickly
- Ability to commit to and follow through on scheduled assignments and time-sensitive tasks

## **DESIRED QUALIFICATIONS**

- Ability to meet with residents and participants in-person
- Fluency in Spanish, Chinese, or other non-English language
- Familiarity with academic research concepts and processes

## **Compensation**

Undergraduate students \$16/hr

Graduate-level students \$18/hr

## **Time Commitment/Availability**

- 5-10 hours per week, on average, some of which may need to be during evenings and weekends
- Some travel within Ann Arbor may be needed (e.g., to public library branches), but typically to places on AAATA bus routes
- **MUST** be available during the month of October (not including Fall Break) to assist participants with applications as needed
- **MUST** be available during the the month of November (not including Thanksgiving break) to onboard residents
- **MUST** attend at least two training sessions, which will occur in September and/or October

## **Time Frame**

Fall semester 2023

Potential to extend into Winter semester to engage in research support

## **Contact Information**

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CC: Dr. Trevor Bechtel ([betrevor@umich.edu](mailto:betrevor@umich.edu)), Dr. Kristin Seefeldt ([kseef@umich.edu](mailto:kseef@umich.edu))

## **To Apply**

Interested candidates should apply here:

<https://airtable.com/app9PQhFs6c3hE6mN/shryU8uASfgsAZ2cW>

Please include in the “Notes” section whether you are able to meet with residents and participants off-campus.

Applications for this position are accepted on a rolling basis until **September 15, 2023**.