



Secretariat

Economists

Washington, DC • San Francisco, CA • Tallahassee, FL
Associate Position

Secretariat Economists (SE), a leading economic consulting firm, has open Associate positions commencing in the summer of 2022 in its **Washington, DC, San Francisco, CA** and **Tallahassee, FL** offices. There are multiple positions available, including one for which fluency in Mandarin is a plus. Associate is a two-year position. Afterward, Associates are occasionally offered one-year Senior Associate positions depending on SE's case needs and Associates' skills.

SE Associates have the opportunity to work directly with Ph.D. economists from top universities on a variety of high-profile cases concerning antitrust litigation, mergers and acquisitions, government regulation of the private sector, general commercial litigation and employment work. Recent firm projects include examining the antitrust implications of the vertical integration of health insurers and healthcare providers, determining potential competitive effects of mergers between utility companies, evaluating class certification issues in consumer goods litigation, assessing damages in contract disputes, designing an incentive structure to promote use of renewable energy sources, designing a bidding strategy for participation in an electromagnetic spectrum auction, and assessing the importance of copyright industries (music, motion pictures, publishing, software, etc.) to the U.S. economy. Associates gain broad industry exposure and marketable skills in case management, data analysis, and research through responsibilities such as those detailed below:

Case Management

- Act as a lead Associate on one to five cases at a time
- Manage teams of Associates
- Organize case research and data analysis
- Work closely with economists on a regular basis

Data Analysis

- Work with complex databases and raw client data in Stata, R, SAS, and other programs
- Utilize tools such as Microsoft Excel and ArcGIS for graphical and statistical analysis
- Analyze industry participants and characteristics affecting market competition
- Calculate cost and damages estimates

Research

- Consult with clients and private sources to obtain necessary data
- Investigate industries and companies using online and government resources
- Review litigation and case documents

SE Associates are generally outstanding graduates from top colleges and universities with bachelor's degrees in economics, mathematics, statistics, computer science, finance, or a related field. Prospective candidates must possess a strong academic record, excellent analytical and quantitative skills, and the ability to work effectively in teams. Experience with Microsoft Excel and one or more data analysis programs (such as Stata, SAS, R, or Python) is required. SE Associates typically go on to pursue graduate degrees in economics, law, and business at leading universities or continue careers in business analytics and consulting.

In order to apply, please specify your preferred start date and office location in your cover letter and submit your resume, cover letter and transcript through SE's Career Page [here](#). Any question should be directed to:

Ms. Emily Buell
Recruiting Coordinator
Secretariat Economists
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