

JOB ANNOUNCEMENT

The Oklahoma Department of Commerce is the primary economic development entity in the state. Our mission is to help create an environment where economic growth can occur. Our job is to bring jobs, investment, and economic prosperity to the state of Oklahoma. Through dynamic partnerships and innovative collaborations with companies, universities, not-for-profit organizations, and government leaders, we are building a business environment that supports business growth and shared community prosperity.

The Oklahoma Department of Commerce is seeking to fill a full-time Research Specialist position. This position is a full-time position in state government. Oklahoma Department of Commerce offers a comprehensive [Benefits Package](#), including a generous benefit allowance to offset the cost of insurance premiums for employees and their eligible dependents. For more information about the benefit allowance, [Click Here](#). The annual salary for this position is up to \$65,000 based on education and experience.

Qualified applicants must submit a resume, cover letter, and a list of reference sources.

[Apply Online](#)

Review of applications will begin immediately. **The deadline to apply is Wednesday, March 29, 2023.**

POSITION:	Research Specialist
DIVISION:	Research and Economic Analysis Services
JOB LOCATION:	Oklahoma City
SALARY:	\$50,000 - \$65,000
JOB NUMBER:	J-777B

RESPONSIBILITIES:

- Prepare agency reports focused on state incentives, including usage, jobs created, capital investment, and other economic variables communicating the performance of an incentive over time. These will include the Business Expansion Incentive Program, the Oklahoma Innovation Expansion Program, the Closing Fund, Tourism Development Act, and other incentives.
- Perform competitive and actionable business intelligence research, analyze issues, and assess opportunities in companies, markets, and industries.
- Conduct economic development research such as cost comparisons, competitive incentives, company briefings, and workforce supply and demand.
- Contribute to and support division research projects as assigned and collaborate with other Associates.
- Will contribute to the agency's Census initiatives.



- Other duties as assigned.

KNOWLEDGE AND SKILLS:

- Must be self-directed and have strong analytical, quantitative, and writing skills.
- Required skills include the ability to synthesize, summarize and communicate information from various sources; the ability to manage projects to completion in a timely manner; and good oral communication and interpersonal skills.
- Must have knowledge of market research principles and familiarity with sources of tourism and hospitality information at the state and national levels.
- Must be skilled with Microsoft Excel, and familiarity with using ArcGIS, ESRI, or similar platforms is preferred.

EDUCATION AND EXPERIENCE:

The completion of a bachelor's degree in geography, economics, GIS, demography, market research, or a related degree is required.

Ideal applicants should have one year of work experience conducting policy, economics, marketing, or similar analysis and research in an analyst position for a business, government, or university.

AA/EEO

