POSITION DESCRIPTION

Date: August 4, 2016
Title: Research Associate
Department: Begun Center for Violence Prevention Research & Education
School: Jack, Joseph and Morton Mandel School of Applied Social Sciences
Location: Mandel Community Studies Center
Supervisor Name and Title: Jeff Kretschmar, Research Assistant Professor

POSITION OBJECTIVE

Working under moderate supervision, perform research work in social behavioral sciences on various grant funded projects at the Begun Center for Violence Prevention Research & Education. Initially, the person who fills this position will split time between at least two projects. One project is assisting with an evaluation of the Cuyahoga County Domestic Violence Homicide Prevention Initiative. This involves working with local law enforcement and other justice- and domestic violence-related agencies to locate, collect, and organize relevant data. The second core area will be partnering with the Supervisor on several program evaluations of local non-profit agencies focused on providing services to children and families. This work is part of the Partnership for Evaluation, Research, and Implementation (PERI) initiative at the Begun Center (http://begun.case.edu/peri/). The ideal candidate will possess experience in both of these identified areas.

ESSENTIAL FUNCTIONS

1. Manage the day-to-day evaluation of various research projects.
2. Meet with nonprofit and various county agencies.
3. Assess organizational capacity and provide technical assistance to agencies.
4. Research and develop evaluation instruments.
5. Develop databases using SPSS statistical analysis software.
6. Assist with comprehensive program evaluation.
7. Assist with report preparation, dissemination of project findings and preparation of requests for external grant funding.
8. Carry out complex on-going and new data analyses within the research projects.
9. Collect data during assessments, focus groups and observations.
10. Track and follow up on daily project operations.
11. May supervise students and technicians

NONESSENTIAL FUNCTIONS

Perform other duties as assigned.

CONTACTS

Department: Daily contact with supervisor and research staff in the center.
University: Occasional contact with other departments.
External: Frequent contact with community partners.
Students: Contact with student employees.

SUPERVISORY RESPONSIBILITY
No direct supervisory responsibility; may direct the work of students and research assistants.

QUALIFICATIONS
Education/Experience: Master’s Degree or higher in social service or relevant field is required. Experience working with non-profit agencies and conducting or participating in program evaluations.

REQUIRED SKILLS
1. Ability to work closely with justice- and community-based agencies.
2. Highly organized with strong quantitative skills.
3. Ability to assist with the development and execution of non-profit program evaluations.
4. Experience in Microsoft Suite (Word, Access, Excel), email and internet applications; proficient with statistical packages such as SPSS.
5. Ability to work collaboratively in a small team environment.
6. Ability to work with general supervision while being highly self-motivated and self-directed.
7. Excellent interpersonal and written communication skills.

WORKING CONDITIONS
General working conditions. May be required to attend evening and weekend meetings.

DIVERSITY STATEMENT
In employment, as in education, Case Western Reserve University is committed to Equal Opportunity and Diversity. Women, veterans, members of underrepresented minority groups, and individuals with disabilities are encouraged to apply.

SALARY
Compensation will start at $40,000 annually and is negotiable based on experience and qualifications of the individual candidate.

SUBMISSION
Please submit your cover letter and resume to Wendy Boerger, Department Administrator, Begun Center for Violence Prevention Research & Education via email at wendy.boerger@case.edu no later than August 19, 2016 at 5 p.m.