position description

Date: May 2017
Title: Research Associate
Department: Begun Center for Violence Prevention Research & Education
School: MSASS
Location: Mandel Community Studies Center
Supervisor Name and Title: Chris Stormann, Senior Research Associate

POSITION OBJECTIVE
Working with a high degree of independence carrying out, managing or leading research in social behavioral sciences on various funded projects at the Begun Center for Violence Prevention Research & Education. Initially, the person who fills this position will split their time between multiple evaluations for the Cuyahoga County Family and Children First Council (FCFC). These evaluations involve compiling and analyzing large databases of secondary data supplied by provider agencies and schools in addition to conducting surveys and focused interviews. A second core area of the work will be meeting with local government and non-profit agencies as part of the required evaluation. The ideal candidate will possess experience supporting all phases of research with an emphasis on data operations and analysis.

ESSENTIAL FUNCTIONS
1. Manage the day-to-day evaluation of various research projects and assist with comprehensive program evaluation, report preparation and writing. Track and follow up on daily project operations. (35%)

2. Build and maintain basic relational databases, run queries and create tables and populate existing tables with new data. (20%)

3. Meet with and provide technical assistance to nonprofit and county agencies. (15%)

4. Research and develop evaluation instruments and develop databases/spreadsheets and carry out complex on-going and new data analyses within the research projects using SPSS statistical analysis software. (20%)

5. Collect data during assessments, focus groups and observations. (10%)

NONESSENTIAL FUNCTIONS
Perform other duties as assigned.
May supervise students.
CONTACTS
Department: Daily contact with supervisor and research staff in the center.
University: Occasional contact with other departments.
External: Regular 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. Three years of experience working with non-profit agencies and conducting or participating in program evaluations.

REQUIRED SKILLS
1. Highly organized with strong quantitative skills.
2. Proficient with statistical packages such as SPSS.
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. Familiarity with applications or analytic supports such as Teleform, Qualtrics, NVivo, GIS, Data Query Language and SPSS Syntax a definite plus.
5. Ability to work collaboratively in a small team environment.
6. Ability to work with limited supervision while being highly self-motivated and self-directed.
7. Excellent interpersonal and written communication skills. Experience responding to RFPs and obtaining external grant funding a definite plus.

WORKING CONDITIONS
General working conditions. May be required to occasionally attend an evening or weekend meeting.

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.