

position description

Date: October 2017

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: Daniel J. Flannery, Director, Begun Center for Violence Prevention Research & Education

POSITION OBJECTIVE

The Begun Center for Violence Prevention Research & Education is home to a multi-disciplinary team of faculty and researchers in the areas of violence prevention, adult and juvenile mental health, substance abuse, specialty courts, trauma and community based evaluation. Working with a high degree of independence, the incumbent will carry out, manage and lead research in social behavioral sciences on various funded projects at the Begun Center for Violence Prevention Research & Education. This newly created position will serve as a "Center Based" Research Associate and will develop, implement and manage new evaluation and/or research projects for the Begun Center. The ideal candidate will possess experience supporting all phases of research with an emphasis on project management and building sponsor relations.

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. (40%)
2. Establish relationships with external partners and sponsors. Collaborate to create grant proposals and launch new projects with very little supervision. External partners include but not limited to local and state government, foundations, non-profit community based agencies, etc. (20%)
3. 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. Work collaboratively with the Center Based Statistician on the development and writing of grant proposals. (20%)
4. Collect data during assessments, focus groups and observations. (10%)
5. Develop and write grant proposals. (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 sponsors 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, writing competitive grant proposals 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.

Application Instructions:

Please submit a single pdf with your cover letter and resume/CV to wendy.boerger@case.edu

no later than Friday, November 10, 2017 by 5 p.m.

