Location: 1 position in San Jose, CA  
Hours: Full time  
Type: Contract or Full-time Permanent  
Date open: November 2018

About Applied Survey Research

Applied Survey Research (ASR) is a growing social research firm whose mission is to conduct research that helps people build better communities. For 37 years, ASR’s operations on the Central Coast, Bay Area and Sacramento region have been providing services such as needs assessment, strategic planning, program design, and evaluation to a wide range of organizations, from the federal, to state government, counties, cities, foundations, and non-profit organizations.

Profile of ASR’s Senior Research Analyst

Applied Survey Research seeks a Senior Research Analyst (SRA) with senior project management experience in any of the following fields: Child development, early education, youth development, mental health, community/public health.

Our SRAs assist with the design and implementation of four to six research and evaluation projects simultaneously. The successful candidate is one that has the right blend of conceptual research skills, technical skills, interpersonal work style and unwavering commitment to quality and excellence, including:

- You want to apply your research skills to directly improve the lives of our most at-risk community members such as children, families in poverty, domestic violence victims, and the homeless.
- You have strong people skills; you are a solid facilitator and presenter that creates meeting environments in which your partners feel heard, respected and guided by capable hands. People enjoy hearing your presentations.
- You embrace the inherent opportunities and challenges of applied, community-based research; in that context, you enjoy working with clients to help find the best-fit research, strategic planning and evaluation designs for their projects.
- This is a “thinker-doer” position; you can toggle effectively between abstract thinking (e.g. community change, research design), and the technical precision required of tool or survey development, data cleaning, data analysis and technical writing.
- You have strong quantitative research skills, including advanced proficiency in SPSS.
- You enjoy solving analytical challenges and have knowledge of a wide range of creative statistical approaches to emerge with clear, straightforward answers for our partners.
- You enjoy distilling the results of your research into actionable messages, and presenting those messages to your clients to help spark community change.
- You are a problem solver: you enjoy taking on challenges and finding tenable solutions; you pay attention to the details, are tenacious and a self-starter.
- You approach your work with an appropriate blend of confidence and humility/desire to learn.
Core Responsibilities:

ASR’s SRAs support all phases of the research/evaluation project life cycle including:

1. **Development:** Help develop new projects including support on writing proposals, meeting with new clients, helping determine research and evaluation needs and goals;

2. **Planning:** Help refine scopes of work, evaluation questions, evaluation plans and designs, help facilitate planning meetings, transcribe notes, communicate by phone or email to clients as appropriate, identify appropriate samples from whom data shall be collected;

3. **Implementation of primary and secondary data collection:** Draft or refine survey instruments or other protocols according to evaluation design, oversee launch of primary data collection activities, gather secondary data from existing databases, occasionally conduct key informant interviews, focus groups or observations, or coordinate other resources to do so;

4. **Analysis:** Create analysis plan that answers key research and evaluation questions; conduct data cleaning and verification, oversee processing of data, analyze preliminary data, and synthesize multiple kinds of data to produce summaries/key findings;

5. **Reporting:** Draft evaluation reports and summaries, including visual charts, create PowerPoint presentations, and provide oral presentations to clients; and

6. **Data-to-action:** Help facilitate data-to-action session with clients to help them discover their next action steps.

Minimum Qualifications:

1. MA, MS, or PhD, in the social sciences. Because of the work we do, **PhD-level training is highly preferred.**

2. Minimum 5 years of experience working as an evaluator/researcher, coordinating multiple (3 to 5) evaluation/research projects simultaneously

3. **Substantial experience** designing, coordinating and analyzing **quantitative** research efforts

4. Familiarity with cleaning, merging, and analyzing messy databases: can build, clean, and merge data files from multiple sources, write SPSS syntax and run standard statistical analyses (e.g., ANCOVA, regression, etc.)

5. Intermediate experience in **Excel.**

6. **Excellent oral communication skills:** Successful candidates are able to help facilitate client meetings and present findings to clients in a fluid and engaging manner.

7. **Excellent interpersonal skills:** Successful candidates can liaise with clients, effectively find compromises to solve implementation or analysis challenges, and be assertive yet courteous.

8. **Excellent written communication skills:** Successful candidates can write error free and attractively formatted data memos and evaluation reports with minimal guidance from supervisor.

9. **Excellent organizational and time management skills:** You will be expected to allocate and manage your time, and anticipate and request support from other staff so that you can meet your deadlines

10. Content knowledge regarding two or more of the following issue areas: Youth development; criminal justice; public health; mental health; early and primary education; family resilience, domestic violence and child welfare; economic policies and public assistance; and children, youth or families that are at-risk or underrepresented.

Ideal Qualifications:

1. **Bilingual in Spanish** (highly desirable)

2. Experience designing, conducting and analyzing data from both **quantitative** and **qualitative** research efforts

3. **Advanced proficiency in SPSS and statistical analysis**

4. Experience with creating **logic models** (logic frameworks), evaluation plans, and other analytical techniques needed to guide the research process
5. Experience developing evaluation proposals or other means of business development

6. Experience working with Nonprofits, Community-Based Organizations, or City or County government agencies

7. Familiarity working with Institutional Review Boards (IRBs)

8. Experience seeking out and maximizing existing secondary data (Ca Department of Finance, Census Bureau, Ca Dept of Education, etc.)

9. Familiarity with GIS mapping or Tableau software

10. Can accommodate occasional overnight travel that is work-related, which may include multiple days (e.g., to out-of-state conferences and meetings)

Salary and Benefits:
A competitive salary package will be provided that is commensurate with experience and qualifications. ASR offers a full package of employee benefits, including health, dental, vision, 401k plan, vacation, sick and holiday time.

Submission requirements
A cover letter should be addressed to Kim Carpenter, Project Manager II and Bay Area General Manager, which briefly summarizes your work history, the ways in which you meet and exceed the minimum requirements for this position.

Please send the letter and your resume or CV to Paige Combs, Paige@appliedsurveyresearch.org, with the subject line reading “Senior Research Analyst Application- (your last name)”. Please indicate where you found the job post. We will be responding only to those applicants who meet the minimum requirements for this position.

For further information about ASR: https://www.appliedsurveyresearch.org/