



## J O B   A N N O U N C E M E N T

**Position:** Research Assistant (Job #8125)

**Location:** New York, NY

The American Institutes for Research Health Policy and Research (HPR) group specializes in research, evaluation, policy analysis, measurement, performance management, and technical assistance in the areas of health services organization, quality of care, quality of life, consumer engagement, health communication, financing and cost of care, and behavioral health (i.e., substance abuse and mental health). HPR's major clients include the Agency for Healthcare Research and Quality (AHRQ), Centers for Medicare and Medicaid Services (CMS), Centers for Disease Control and Prevention (CDC), the National Institutes of Health (NIH), Substance Abuse and Mental Health Services Administration (SAMHSA), private foundations, and state governments.

We currently have full-time and part-time Research Assistant opportunities in our downtown New York City office.

### Responsibilities

1. Provide research support to senior staff on HPR projects, including literature searches, data collection (from focus groups, interviews, secondary/archival sources, and surveys), analysis of quantitative and qualitative data, and report preparation.
2. Provide managerial support on HPR projects, including tracking project budgets and schedules, project-related meeting and travel arrangements, and interactions with clients.
3. Coordinate proposals, including ensuring all deadlines are met and all sections of the proposal are complete.

### Qualifications

1. Bachelor's degree, Master's preferred, ideally in a field related to health care, public health or social sciences such as anthropology, communication, economics, political science or sociology.
2. 1-2 years of experience – preferably in work related to health, public policy or social research.
3. Excellent interpersonal skills.
4. Ability to work independently as well as part of a team.
5. Flexibility and ability to consistently meet deadlines.
6. Acute attention to detail and strong work ethic.
7. Excellent oral and written communications skills.
8. Expertise in the use of computer programs for such tasks as word processing, spreadsheets, slide presentations, data base management, Internet searches, etc.
9. Prior experience with or great interest/commitment to Health Policy and Health Services Research highly preferred.
10. Individuals pursuing graduate work in relevant fields highly preferred.

Visit us at [www.AIR.org](http://www.AIR.org) for more information on our organization and to apply for the position.