



Guttmacher Institute POSITION ANNOUNCEMENT

Title: Research Associate
Reports to: Senior Research Scientist/Principal Research Scientist, Director of Research
Status: Full-time, regular, and exempt
Location: New York City
Date of posting: January 9, 2015

Organization summary

Four decades after its creation, the Guttmacher Institute continues to act as a global leader in advancing sexual and reproductive health and rights through an interrelated program of research, policy analysis and public education designed to generate new ideas, encourage enlightened public debate and promote sound policy and program development. The Institute's overarching goal is to ensure the highest standard of sexual and reproductive health for all people worldwide.

Position summary

A research associate works with a substantial degree of independence, usually under the direction of a senior research scientist or other senior research staffer, performs a variety of complex research tasks, and often supervises research assistants, especially, but not only, on fielding activities. Tasks may include data processing and/or implementing data analyses, coordinating projects, overseeing fielding of surveys, compilation of information and writing reports, including publishable products.

Responsibilities

Project tasks

- Implement data analyses using SPSS, Stata or another social science analysis package.
- Gather and synthesize information.
- Participate in the drafting and/or review of project reports or articles.
- Coordinate projects that involve Guttmacher's partnering with external collaborating agencies in the U.S. or in other countries; includes coordinating Guttmacher meetings of senior staff, coordinating and making logistical and substantive preparations for field visits with both Guttmacher staff and staff of the partner organization.
- Design, format and proofread questionnaires, with direction from senior staff on content; implement or supervise research assistants on formatting, proofreading and translation of these documents.
- Assist with IRB-related preparation as needed.
- Moderate focus groups or conduct personal interviews.
- Schedule, monitor, manage and coordinate a variety of tasks necessary for the fielding of large, national, mostly mailed surveys, including:
 - sample selection and management of respondent database
 - organizing timetable and activities for initial and follow-up mailings
 - assist with orientation of research assistants to projects, and with training in fieldwork skills
 - monitor productivity and quality of work

- supervise the tracking of survey respondents
- supervise activities to follow up with survey nonresponse and item nonresponse and clarification
- develop coding instructions and training of research assistants in coding procedures
- supervise checking and coding of questionnaires in preparation for data entry
- supervise all tasks related to maintaining proper documentation of fieldwork activities and archiving of project files concerning fieldwork
- monitor that the study's methodological procedures are properly followed to ensure data quality
- participate in the analysis of survey data and the writing up of findings
- Serve as project manager and work closely with project principals to oversee budget and staffing needs, while monitoring project schedules and work plan

Additional tasks

- Assist with interviewing and recruitment of research assistants and senior research assistants.
- Assist in various aspects of proposal development, for example by developing budget estimates (staffing and direct costs) for fieldwork activities.
- Responsible for appropriate (confidential if required) storage, archiving or disposal of survey questionnaires.
- Maintain collection of questionnaires and fieldwork documents for Guttmacher surveys.
- Mentoring and training research assistants.
- Perform other reasonably related job duties as assigned by supervisor.

Qualifications

- Master's degree (or equivalent experience) in a relevant social science, health or demographic field.
- Five years of relevant work experience (for new employees); minimum of two years of employment as a senior research assistant at Guttmacher (for current employees).
- Demonstrated experience in performing and understanding data analysis procedures using statistical packages such as SPSS, Stata and SAS.
- Ability to schedule and coordinate work of a team.
- Ability to train and supervise research assistants.
- Ability to be the liaison with, and to professionally manage communication with, consultants, collaborators, and/or organizations.
- Ability to travel and represent Guttmacher at external meetings and conferences.
- Ability to work independently.
- Ability to plan ahead and foresee needs and problems.
- Effective communication, organizational and management skills.
- Efficiency, accuracy, high productivity and professionalism.

Salary and benefits

Low \$70Ks, commensurate with experience. Excellent benefits that include medical, dental, vision and life insurance, 401(k) plan with employer match, commuting subsidy, and generous time off.

Application

Send resume and cover letter to Human Resources, Guttmacher Institute, 125 Maiden Lane, New York, NY 10038; fax: 212-558-6268; e-mail: Please type in the subject line your first and last name and title of position, and send to applytoguttmacher@guttmacher.org.

Please note that no telephone calls will be accepted.

No agencies, please.

The Guttmacher Institute is an equal opportunity employer.