



Brandeis University

The Heller School for Social Policy and Management

Institute for Child, Youth, and Family Policy

Job Description: Senior Research Associate I

Job ID: 523560

Location: Brandeis - Waltham Campus

Full/Part Time: Full-Time

Regular/Temporary: Regular

The Institute for Child, Youth and Family Policy at the Heller School at Brandeis University is looking for a Senior Research Associate. This person will provide quantitative, analytic, and data management and analysis for all data-related activities of a grant-funded research project focused on issues of racial/ethnic equity in population and child health and well-being. This person will work as part of a team comprised of faculty, researchers, and collaborating partners, to identify and download/obtain public use data sets, create indicators of family and child outcomes at different levels of geography, create spatial indicators, manage and perform data analysis, conduct inter-disciplinary literature reviews, and contribute to publications targeting a broad range of audiences.

Examples of Key Responsibilities:

- **Data Collection, Manipulation and Documentation:**
 - Navigate/manipulate online data centers/explorers for commonly used large public-use data sets.
 - Download and clean data and prepare for statistical programs.
 - Bring data into STATA, run cleaning and reformatting files developed by Senior Researchers, identify and address errors, output the final data into Excel/CSV files, and perform any necessary reformatting for the website database.
 - Write code for data cleaning protocols, looking for efficiencies in data collection and cleaning procedures and data management systems, and participating in indicator conceptualization and development.
 - Complete and update data documentation, following protocols developed by Senior Researchers.
- **Data Analysis:** Perform data analyses, including descriptive statistics, correlational analyses, frequency/distributional analysis to identify data anomalies/peculiarities, and other analyses to inform the development of indicators and measures. Perform statistical analysis (e.g., regression) for use in peer-reviewed publications and reports.
- **Data Management:** Systematically store all data, cleaning, input and output files based on data management protocols and naming conventions developed and overseen by Senior Researchers.
- **Website Development:**
 - Lead tasks related to website development and maintenance process for the project for all data-related activities of the website.

- Produce sample data sets and work through data visualization issues, and assist with pilot testing/error checking of the website in both the development and maintenance phases.
- General Research Support: Manage data-related aspects of presentations, papers and publications/policy briefs, i.e., produce tables, charts, graphs, and other data visualizations in Excel, PowerPoint and Word. Conduct web searches for data sets and policy information.

Qualifications:

- PhD preferred, or MA/MS with exceptional academic record or equivalent experience.
- Minimum 1-3 years of work experience, 3-5 years preferred.
- Proficiency with STATA and Excel. Experience (either academic or on-the-job) with statistical concepts, models, procedures, and survey research.
- Experience with or exposure to ArcGIS and/or spatial thinking and methods and/or willingness to learn.
- Knowledge of Census Geographic concepts and/or experience working with Census data (or similar large scale national survey) a plus.
- Desired attributes: Impeccable attention to detail, strives for highest quality work, works well independently, works efficiently, enjoys working in teams, self-motivated.

How to Apply:

Submit cover letter and resume as a single document at <http://www.brandeis.edu/humanresources/jobs/external.html>. Elect option for "External Applicant". Sort the job listing by clicking the Job ID column heading. Locate the desired job listing. Click the job title and then Apply Now.

Closing Statement:

Brandeis University operates under an affirmative action plan and encourages minorities, women, disabled individuals, and eligible veterans to apply. It is the policy of the University not to discriminate against any applicant or employee on the basis of race, ancestry, color, religion, sex, sexual orientation, age, genetic information, national origin, disability, veteran status, or on the basis of any other legally protected category.