HSU Sponsored Programs Foundation

California Center for Rural Policy

Job Announcement

This is not a state position

Job Title: Research Analyst (up to 3 positions available)

Wage: $17.00-$22.00/hr., depending on experience.

Position: Full-Time, 12-month, Non-exempt, and Benefit Eligible. Continuation of this position is contingent upon satisfactory performance and project funding. This is not a state or federal position.

Supervisor: Connie Stewart

Background: The California Center for Rural Policy (CCRP), located at Humboldt State University (HSU), conducts research to inform policy, build community, and promote the health and wellbeing of rural people and environments. Our work covers a broad range of issues related to health, poverty alleviation, infrastructure, education and economic development. CCRP is looking to hire 1 -3 Research Analysts.

Duties:

- Traveling with staff to conduct qualitative interviews to rural counties in California.
- Assist with survey design, data collection, data entry, analysis and compiling reports
- Analyze and interpret quantitative and qualitative data
- Identify and compile secondary data from a variety of sources
- Assist with administering surveys
- Maintain regularly updated spreadsheets of invited participants and responding participants for survey tools
- Close surveys and clean survey data
- Create initial survey report of raw data; CCRP uses SNAP Software & SPSS
- Prepare literature reviews
- Support senior staff in projects as needed
- Other duties as they arise

Minimum Qualifications:

- Excellent computer skills and proficient in Excel, SPSS, Word, and PowerPoint
- Familiarity with Google Drive, Dropbox and other cloud sharing technology
- Excellent communication skills both verbal and written
- Excellent interpersonal skills and a collaborative style
- A demonstrated commitment to high professional ethical standards and a diverse workplace
- Excels at operating in a fast paced and dynamic environment
- Ability to take constructive criticism, make changes and grow
- Ability to look at situations from several points of view
- High comfort level working in a diverse environment
- Able to problem solve, work independently and with a wide variety of individuals and organizations

Preferred Qualifications:

Education & Experience: A college degree that included qualitative and quantitative research experience.

Abilities: Excellent research, analytic and communication skills—including case studies, technical writing and report writing and public speaking. Excellent attention to detail, including content and format. Experience with health disparities and rural health research is desired. Valid Driver's License and reliable transportation and the ability to travel out of town for several days a month are required.

APPLICATION PROCEDURE: Applicants must submit 1) a resume detailing work history and related experience, 2) a letter of application, 3) the names, addresses, and daytime telephone numbers of three professional references, and 4) the HSU SPF Employee Information Form for Applicants to:

The California Center for Rural Policy
Humboldt State University
1 Harpst Street
Arcata, Ca 95521
(707) 826-3400
ccrp@humboldt.edu
www.humboldt.edu/ccrp

Application review date: Initial review will be January 22, 2018; Position open until filled.

Humboldt State University Sponsored Programs Foundation is an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, protected veteran status, or any other legally protected status. More information about HSU SPF's Equal Employment Opportunity hiring can be found here.

For assistance with the application process, please submit an Accommodation Request Form which can be found here or call the SPF Interim Compliance Support Coordinator at (707) 826-5159.