

Cal Poly Humboldt Sponsored Programs Foundation

Job Announcement

This is not a state position

Position: Research Analyst

Positions Available: 1-3

Location: Cal Poly Humboldt

Hours: Full Time, 12 months/year, Non-Exempt

Salary: \$3,640-\$4,500/monthly dependent on the qualifications of the candidate. Position will be eligible to participate in medical, dental, vision and retirement benefits.

Project Name: California Center for Rural Policy (CCRP)

Supervisor: Executive Director

This is a full-time, 12-month appointment. Continuation of this position is contingent upon satisfactory performance and project funding. This is not a state or federal position.

The California Center for Rural Policy (CCRP), located at Cal Poly Humboldt, conducts research to inform policy, build community, and promote the health and well-being of rural people and environments. CCRP has a diverse portfolio of projects which are of varying size and duration.

Duties: Reporting to the Executive Director and/or the Senior Research Analyst, the Research Analyst is responsible for a variety of tasks related to research, analysis and reporting on findings.

General responsibilities include, but are not limited to:

Research

- Assist with survey design, data collection, data entry, analysis and compiling reports
- Prepare documents and applications related to Institutional Review Board requirements
- Maintain regularly updated spreadsheets of invited participants and responding participants for survey tools
- Track correspondence with stakeholders
- Act as first line of contact for quantitative and qualitative survey administration and assist with survey administration
- Open surveys and send timely survey reminders
- Close surveys and clean survey data
- Prepare literature reviews
- Conduct focus groups
- Conduct qualitative interviews
- Identify and compile secondary data from a variety of sources

Analysis

- Analyze and interpret quantitative and qualitative data
- Create initial survey report of raw data
- Author reports and other materials for dissemination of results

Program Management

- Meeting planning, coordination, and facilitation
- Manage the process of taking a project from beginning to completion

Additional Duties

- Support senior staff in projects as needed
- Other duties as they arise

Qualifications

- Excellent computer skills and proficient in the Google Suite, including Forms, Sheets and Slides
- Experience with SPSS and Atlas.ti
- 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 pace, team 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

Education & Experience

A Bachelor's degree in humanities, social science, or equivalent degree from an accredited college or university.

Application Procedure: Applicants must submit 1) resume detailing work history and related experience, 2) a letter of application, 3) names, addresses, and daytime telephone numbers of three professional references and 4) the [SPF Employee Information Form](#). Please email application materials to ccrp@humboldt.edu.

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

Application Deadline: Review of application materials will begin May 20,

2022 and will continue until the position is filled.

Cal Poly Humboldt Sponsored Programs Foundation is committed to achieving the goals of equal opportunity and endeavors to employ people of the highest quality reflecting the ethnic and cultural diversity of the state. Cal Poly Humboldt Sponsored Programs Foundation is an Equal Opportunity/Title IX/ADA Employer. Applications from qualified women, minority candidates, covered veterans and disabled persons are particularly encouraged. Cal Poly Humboldt Sponsored Programs Foundation hires only individuals authorized to work in the United States of America. Employment with Cal Poly Humboldt Sponsored Programs is "At Will," and may be terminated with or without cause.

Cal Poly Humboldt 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 Cal Poly Humboldt 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 contact ADA Coordinator at 707.826.3626 or confidential fax at 707.826.3625. For more information regarding accommodation, you may also visit the Cal Poly Humboldt Human Resources website at <http://www.humboldt.edu/hsuhr>. Individuals in need of a telecommunications relay service may contact the California Relay Service at 877.735.2929 TTY.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered this position within Cal Poly Humboldt SPF. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current Cal Poly Humboldt SPF employees who apply for this position.