HSU Sponsored Programs Foundation
Job Announcement

This is not a state position

Position: Senior Research Analyst

Start Date: Tentative Start Date August 1, 2021

Project Name: California Center for Rural Policy

Supervisor: Dawn Arledge, Executive Director, California Center for Rural Policy

Hours: 40 hours/week

Wage: $3,900-$4,800/monthly dependent on the qualifications of the candidate. Position will be eligible to participate in medical, dental, vision and retirement benefits.

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 Humboldt State University (HSU), 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 CCRP Executive Director, the Senior Research Analyst manages and implements evaluation, research and policy projects, authors reports and other materials, and disseminates key findings and recommendations to policymakers, media, funders, community leaders, and the public. This collaborative work includes developing and analyzing proposals and supporting state and community coalitions in strategic planning and implementing cross-sector projects and initiatives. General responsibilities include, but are not limited to:

Research
- Design and administer surveys
- Conduct qualitative interviews and maintain effective tools for tracking participants
- Identify and compile secondary data from a variety of sources
- Analyze and interpret quantitative and qualitative data
- Create data visualizations that can be easily understood and translated by non-researchers
- Write reports summarizing research findings

Program Evaluation
- Develop and implement evaluation frameworks and plans
- Utilize quantitative and qualitative research methods to evaluate program
- Write reports of evaluation findings and create corresponding presentation materials
- Present evaluation findings before diverse audiences
Program Management
- Program development, coordination, and implementation for various projects
- Plan, coordinate and facilitate meetings
- Direct and oversee staff assigned to research and evaluation projects

Program Development
- Develop relationships with stakeholders that lead to future grants and contracts
- Assist ED with grant writing
- Support ED in developing scopes of work and contracts

Qualities of a Successful Senior Research Analyst
- Ability to advise staff on research methods, ethics, IRB
- Experience completing IRB applications and conducting research and evaluation for small and large projects
- Ability to balance high-quality research with meeting the needs of the client
- Ability to work within the scope of resources available on each project
- Ability to translate research and evaluation findings for a wide variety of audiences
- Ability to meet deadlines and complete deliverables on time
- Willingness to adapt to meet the organization’s changing needs
- Ability to problem solve, support staff in problem solving, and consult with ED when necessary
- Willingness to be a team player and help all members of the team to be successful

Skills
- Survey design, design of questions for key informant interviews and focus groups
- Experience with project management
- Grant-writing, proposal writing, and report writing
- Experience and comfort with SPSS and Atlas TI
- Previous experience with program evaluation- designing and implementing evaluation projects of varying scope

Qualifications
- Excellent computer skills and proficient in the Google Suite, Excel, Word, and presentation software
- Excellent verbal and written communication skills
- Demonstrated competency with public speaking
- A demonstrated commitment to high professional ethical standards and a diverse workplace
- Excels at operating in a fast-paced work environment with a wide variety of projects and clients
- Ability to take constructive criticism, make changes and grow
- Ability to look at situations from several points of view
- Demonstrates high cultural competency
- Able to work independently and with a wide variety of individuals and organizations

Education & Experience
- A master’s degree from an accredited college or university or the equivalent and 3 or more years of relevant experience.
**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 [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 Deadline:** Review of application materials will begin June 25, 2021 and will continue until the position is 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.

The applicant must submit the Form I-9, Section 1 at the time of hire. Humboldt State University Sponsored Programs Foundation hires only individuals authorized to work in the United States of America. Employment with Humboldt State University Sponsored Programs is "At Will," and may be terminated with or without cause.