Washington University Job Posting

Research Assistant, Center for Public Health Systems Science; Brown School
Job ID: 32333

Essential Functions
A research assistant is needed to primarily work on the Expanding Coverage Initiative evaluation funded by Missouri Foundation for Health (MFH). CPHSS (Center for PH Systems Science) serves as the external evaluator for MFH’s Expanding Coverage Initiative. As the external evaluator, the Center’s role is to conduct the evaluation of the overall initiative. The evaluation is utilizing a mixed methods approach, collecting quantitative and qualitative data to assess the changes that take place as a result of the Expanding Coverage Initiative. As part of the evaluation, this position will primarily be responsible for coordinating development and implementation of data collection, management, and analysis protocols.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Take primary responsibility for coordinating components of project plans, specifically development and implementation of data collection, management, and analysis protocols. Individual will make decisions regarding planning and implementation of these project plans. 50%

2. Train and supervise a graduate research assistant to assist with data quality checks and cleaning. 20%

3. Develop reports, papers, and other dissemination products, including producing graphics and designing text lay out. Individual will be expected to contribute to major sections or develop whole products as a result of project plans. 20%

4. Other duties as assigned. 10%

Required Qualifications

- Bachelor’s degree in public health, social work, social sciences, or public policy and two years’ experience.
- Experience with Qualtrics, SPSS, Microsoft Access, and Microsoft Excel

CRITICAL SKILLS AND EXPERTISE:

- Proficient computer skills, experience with Microsoft Office required.
- Knowledge of basic statistics.
- Strong interpersonal, oral, and written skills.
- Highly dependable and organized.
- Ability to work independently or as a part of a team.
- Highly dependable, organized, and detail-oriented.

Preferred Qualifications

- Master’s degree in public health, social work, social sciences, or public policy.
- Experience in collecting and analyzing quantitative data.
- Experience with Adobe software (e.g., Photoshop, InDesign and Illustrator).
• Working knowledge of evaluation methodologies, particularly data collection, management, and analysis.

Salary Range
The Monthly salary range for this position is $2416.42 to $3261.42.

EOE Statement
All qualified applicants will receive consideration for employment without regard to sex, race, ethnicity, protected veteran, or disability

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1. Select the link to access our careers site.
2. Click on “Search Jobs.”
3. Under “Advanced Search,” enter the Job ID number (32333).
4. Review the job description and select the “Apply” button to begin your application.