

Job Title:	Research Associate
Position Reports To:	President; Director of assigned projects
FLSA Classification:	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt

Essential Job Duties and Responsibilities:

- Perform research to support project tasks as identified in client approved work plans
- Conduct secondary research by searching for and reviewing relevant documents
- Read, understand, and interpret work plan (and client provided scope of work) to develop understanding of approach to tasks; confirm understanding with project or task manager.
- Surveys: call list, instrument preparation, data collection, and analysis
 - Call Lists: Generate and maintain call lists. Generate disposition reports
 - Instrument Preparation: Program surveys while maintaining a critical eye to details of flow, clarity, and accuracy
 - Data collection: act as part of a team administering web or phone surveys
 - Analysis: Clean data, conduct frequency, and crosstabs that address research questions with accuracy and clarity; conducts with accuracy algebraic tasks such as characterizing populations from an extrapolation of dispositions, normalizing data, and calculating metrics.
- Reporting
 - Perform first level report writing for review and edit by managers
 - Generate relevant tables and figures for reports
- A basic understanding of energy and resource related issues
- Perform day-to-day task management as assigned by project manager
- Perform business or process development tasks as assigned
- Other duties as assigned

Wrap Around Skills

- Education in social science methodology: Psychology, Sociology, Economics, Geography, Environmental or Sustainability, Political Science, etc.
- Writing, speaking and presenting: Uses style that is succinct, lacks jargon, is readable/comprehensible, with the “so what” apparent
- Software and tools: Uses software to accurately support execution of duties; is familiar with and complies with company guidance documents and tools to support execution of duties
- Self-management: Works efficiently; identifies challenges and suggests solutions; takes initiative in executing delineated tasks; takes ownership in output produced and in mistakes made; effectively critiques own strengths and weaknesses
- Interpersonal: Cooperates with colleagues, asks for help as appropriate, uses skillful approaches to conflict resolution

Minimum Qualifications (Experience, Skills, and Education)

- BA is required; Master’s degree in related field is strongly preferred; Social sciences degree strongly preferred.
- Excellent research, communication, and interpersonal skills
- Excellent social science research techniques and skills, with emphasis on sampling design, data analysis, and techniques to reach the identified goals
- Excellent research and analytic aptitude, including ability to identify patterns/coding
- Excellent computer skills including Microsoft Office and statistical applications, such as SPSS
- Demonstrated ability to work collaboratively with a team
- Excellent writing and interpretation skills
- Ability to communicate with all types of demographic groups