



Research Assistant

Position Description

September, 2016

The Headington Institute seeks a talented individual for the position of *Research Assistant*. The Headington Institute is a nonprofit organization providing psychological and spiritual support to humanitarian relief and emergency response personnel worldwide. This position offers satisfying work in the collaborative, flexible environment of a small office.

Duties:

- *Data analysis:* Conduct a wide range of univariate and multivariate statistical analysis on institute data
- *Research project management:* Coordinate ongoing and new research projects by submitting IRB protocols and managing data
- *Special projects:* Assume responsibility for special projects requiring creativity, autonomy, initiative, and resourcefulness

Qualifications:

- *Education:* College graduate. Doctoral Psychology student preferred. Completed graduate level coursework in research methods and statistics required. Strong working knowledge of statistical methods and factor analysis preferred.
- *Experience:* Working knowledge of statistical packages such as SPSS and Statistica, Excel proficiency, familiarity with Survey Monkey and Qualtrics
- *Personality:* Mature, independent, reliable, pleasant, honest, bright, good social skills

Other:

- *Hours:* Flexible schedule of 8-16 hours per week
- *Salary:* \$20-25 per hour, depending on training and experience
- *Benefits:* There is no benefits package included with position
- *Location:* Headington Institute office
- *Availability:* Position to be filled immediately
- *Supervisor:* Dr. Donald Bosch, Senior Advisor & Director of Research
- *Contact information:* Please send resume and cover letter to Alicia Jones by email: ajones@headington-institute.org or fax (626-229-0514)

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