



Job Description: Junior Research Analyst

The Policy & Research Group (PRG), with offices in Seattle and New Orleans, specializes in research and evaluation of public policy and programs. We apply high-quality social science methodology to study a broad range of topics, including behavioral health; education; housing; public health; child welfare; adolescent risk reduction; and workforce development. See www.policyandresearch.com for more information.

We are looking for a Junior Research Analyst to work under the supervision of a Senior Research Analyst on data management across a number of different projects. Applicants based out of New Orleans, Seattle, or Milwaukee are preferred; however, the right candidate may be allowed to work remotely.

Primary Job Responsibilities

- Assisting the Senior Research Analyst in charge of data management and preparation;
- Providing technical support for the preparation of quantitative data for analysis. This will include data cleaning; data verification; the preparation of Stata .do and .ado files for diagnostic and analytical purposes; ensuring the standardization of Stata .do files according to protocols; verification of Stata .do files according to analysis plan; and the creation of graphics using Stata.
- Assisting with the presentation of data and statistics in evaluation reports. This will primarily consist of copy-editing tables and figures in reports for accuracy;
- Working collaboratively with other staff to create and/or maintain data monitoring procedures and Stata .do files;
- Providing support for the instrumentation process by reviewing variable definitions in codebooks and .do files and verifying that they conform to the procedures specified in the analysis plan;
- Updating, maintaining, training other staff on, and ensuring adherence to PRG's data security and data management protocols
- Assisting with other analyst tasks as required, such as project management, data entry, and data analysis and reporting under the guidance of senior staff.

Qualifications

- Exceptionally strong attention to detail;
- Excellent communication and organizational skills;
- A Master's degree in social science or related discipline;
- Experience in quantitative data management (data organization, data cleaning) for the purposes of research preferred, but not required;
- Proficiency in at least one statistical software (Stata, SAS, SPSS, R) preferred, but not required;
- Aptitude in coding preferred, but not required;
- Ability to effectively administer several projects simultaneously and under pressure of deadlines;
- Ability to work constructively independently and as a part of a team, contribute ideas, use time effectively, produce high-quality work, and represent the company in a professional manner in dealings with outside individuals and organizations;
- Commitment to PRG's mission: To improve the potential of people through scientifically rigorous research and evaluation that benefits our clients and influences policy.

Benefits

- Two weeks (10 days) paid vacation per year, with increase to three weeks after one year of employment;
- Approximately 16 paid holidays per year (this includes an end-of-the-year break where the office is closed between Christmas and New Year's Day);
- Medical, dental, and vision insurance group plans offered; employer pays portion of premiums;
- Individual supplemental insurance plans offered
- After two years of employment, PRG employees are eligible to contribute to a simple IRA retirement plan with employer match.

Starting Salary: \$45,000

(due to the cost of living, the starting salary will be \$50,000 for applicants located in the metro areas of: Seattle, San Francisco, New York City, San Jose, Oakland, Washington DC, Boston, Los Angeles and San Diego)

To Apply:

Please email the materials listed below to stephanie@policyandresearch.com with the subject heading *Junior Research Analyst*.

- Cover letter
- Resume
- Three references
- Graduate transcripts (unofficial)
- Job application form
- Required screening exercise
- A writing sample

You can access the job application and required screening exercise materials at:

<http://www.policyandresearch.com/wp/ffs/careers-at-prg/>.

Please submit your materials as soon as possible - the search will remain open until we find the right candidate.

PRG is an Equal Opportunity Employer. PRG operates a casual work environment that is both professionally and intellectually demanding.