



## POSITION DESCRIPTION

### Position

2015-Research Associate  
RA-01

### Project

Various Intervention Research Projects

### Goal

To provide advanced administrative and logistical support with research activities.

### Reports To

Project Manager/Project Director

## Requirements

- 1) Bachelors Degree in appropriate field
- 2) Masters Degree in Social Sciences Research area is required
- 3) Knowledge of research methods and data collection
- 4) Working knowledge of statistical software packages and the Microsoft Office Suite
- 5) Excellent verbal and written communication skills and must provide writing samples
- 6) Self-starter
- 7) Ability to work without supervision
- 8) Interest in research and evaluation activities
- 9) 2 to 4 years experience working on research and evaluation projects

## Responsibilities

- 1) Conduct literature searches and collect background data and information. Prepare summary statements on data.
- 2) Data collection
- 3) Data cleansing
- 4) Support with development and implementation of interventions
- 5) Project support
- 6) Other related duties as assigned

## Compensation

Start initially parttime.  
\$35,000–50,000.00 based on experience.  
Excellent opportunities for growth and advancement.

## Benefits

10 Paid Holidays.  
100% contribution for monthly health benefits cost for employee.  
1 week vacation during first year after completion of probation.  
2 weeks vacation after one year.  
3 personal days during first year after completion of probation. 6 personal days after one year.

Submit resume, cover letter and three professional references to [chosenpeople@reessi.com](mailto:chosenpeople@reessi.com).