

Research Assistant Opportunity

at the Center for Policy Research in Denver, CO

Opportunity Description

The Center for Policy Research (CPR) is seeking a **full-time research assistant** to provide support to CPR staff on various projects. The research assistant provides support to, and works collaboratively with, other CPR researchers on a variety of projects. Expected annual salary range is \$40-45,000, plus benefits.

Required Duties

- Provide support to project managers and directors across multiple research projects of varying sizes and timelines
- Data collection (e.g., in-person interviews, focus groups, phone interviews)
- Quantitative data entry and cleaning (e.g., reliability checks) in excel and SPSS
- Qualitative coding of interview data
- Basic quantitative analyses (e.g., means, standard deviations) and preparation of data tables
- Drafting data collection instruments (e.g., surveys, interview guides)
- Preparation of human subjects research board materials (IRB)
- Assist with formatting and/or writing of reports, policy briefs, and presentations using Microsoft Office.
- Literature reviews and article summaries/annotated bibliographies

Minimum Qualifications

- **Master's degree** in psychology, sociology, community psychology, social work, statistics, public policy, or a related field.
- **1 year of research or evaluation experience** (2 years preferred) that includes quantitative and/or qualitative data analysis

Required Skills

- Ability to perform **basic statistical analyses** in SPSS (e.g., means).
- Proficient in **Microsoft** Office, Excel, PowerPoint, and Outlook
- **Detail-oriented**; able to enter and review quantitative data for accuracy
- Excellent **verbal and written communication** skills
- **Flexible**, with a strong ability to work both independently and as part of a team, taking a collaborative and supportive role as the situation requires

About the Center for Policy Research

CPR is a nonprofit research and evaluation center located in central Denver. Most of our clients or project partners are state and local human services agencies and nonprofits. We specialize in the evaluation of social and human service programs. CPR's current research projects are focused on domestic violence services, services for youth who are homeless or in foster care, child support policy, and fatherhood programs.

How to Apply

Please send: (1) a cover letter, (2) your CV/resume, (3) a short writing sample, and (4) three professional references to tprendergast@centerforpolicyresearch.org by **Friday, July 27**. No phone calls please.