



DESIGNS

DATA

DECISIONS

POSITION DESCRIPTION

JOB TITLE: Assistant Research Analyst

REPORTS TO: Research Manager

TYPE: Full-Time

FLSA CLASSIFICATION: Exempt

PRIMARY JOB FUNCTION: Provide support to D3 research staff by preparing questionnaires, monitoring the survey process, analyzing quantitative and qualitative data, and writing reports for internal and external consumption.

JOB DUTIES AND RESPONSIBILITIES:

- Develop project schedules and manage timelines.
- Develop questionnaires and sampling plans.
- Develop interview guides and manage/coordinate interviewer training with vendors.
- Manage and coordinate translation, sampling, and fieldwork.
- Conduct thorough reviews of the data sets and work with suppliers to resolve data quality issues.
- Analyze quantitative and qualitative information and create deliverables to include Methods Reports, Executive Summary Reports, and Data Tables in a timely and concise manner.
- Conduct quality assurance tests on data files and prepare Quality Control Reports.
- Prepare SPSS data files for analysis and delivery to clients. This may include merging single-country and/or multi-country synchronic or time-series surveys.
- Prepare weekly status reports.
- Conduct background research on projects and countries.
- Identify and resolve issues in a timely manner.
- Utilize internal CAPI software for survey administration and data management.
- Assist other research staff as needed.

EXPERIENCE, KNOWLEDGE, AND SKILL REQUIREMENTS: *(Minimum requirements for the position.)*

- Experience with SPSS.
- Proficient with Microsoft Word, Excel, Outlook, and PowerPoint.
- Able to communicate ideas and information effectively and professionally.
- Attentive to detail, organized and able to multi-task.
- Flexible and able to adapt to changing priorities.
- Foreign language skills in Arabic, Farsi, Pashto, or French (desirable, not required).

EDUCATION AND TRAINING REQUIREMENTS: *(Minimum requirements for the position.)*

- Bachelor's degree required in Political Science, International Studies, Economics, Sociology or related field in which analysis, research, deductive reasoning and writing, and intellectual rigor are taught.
- Background in Survey Research required.

ADDITIONAL REQUIREMENTS:

- Potential travel to high-risk locations such as Afghanistan, Haiti, and countries in Africa.
- Ability to pass a U.S. Government background investigation.
- General office tasks including using a computer in an indoor office setting.

EQUAL EMPLOYMENT OPPORTUNITY: D3 has a corporate commitment to equal employment opportunity. In that spirit, we welcome applications from all qualified individuals without regard to race, color, gender, age, religious affiliation, marital status, sexual orientation, national origin, disability, genetic information, US veteran status, or any other categories protected by federal, state, or local law.

APPLICATION INSTRUCTIONS: Send your resume, cover letter, and a writing sample to hr@d3systems.com for consideration for the position.