

## POSITION DESCRIPTION

<b>JOB TITLE:</b> Assistant Survey Statistician	
<b>REPORTS TO:</b> Principal Survey Statistician	
<b>TYPE:</b> Full-Time	<b>FLSA CLASSIFICATION:</b> Exempt
<b>PRIMARY JOB FUNCTION:</b> Contribute to D3 on a wide range of issues related to sampling, survey methodology, and statistical analysis. Assist in the design, consultation, analysis, and development to D3's research projects, staff, and processes.	
<p><b>JOB DUTIES AND RESPONSIBILITIES:</b></p> <ul style="list-style-type: none"> <li>• Contribute to the Data Science and Methodology team in its core functions of providing statistical consulting and technical problem solving to D3 research teams, vendors, and clients.</li> <li>• Assist in the development of research designs, survey methodology, and reporting including:             <ul style="list-style-type: none"> <li>○ Sample frames</li> <li>○ Power analysis and sample size calculation</li> <li>○ Sampling techniques</li> <li>○ Data collection methodologies and modes</li> <li>○ Experimental designs for rare populations, small area estimation, and GIS</li> <li>○ Total Survey Error categorization and estimation</li> <li>○ Variance estimation and design effects</li> <li>○ Complex survey weighting</li> </ul> </li> <li>• Research complex statistical and methodological problems to meet the challenges of designing appropriate research designs and analyses for data-poor environments.</li> <li>• Implement D3's statistical analysis and reporting practices including inference from survey data, causal research, bivariate analysis, measurement and evaluation, and machine learning.</li> <li>• Contribute to the development of the D3 research processes including data management, quality control, and reporting.</li> <li>• Use D3's internal suite of data science programs involving sampling, quality control, and analysis, while evaluating potential benefits of new software and tools</li> <li>• Perform capacity building and development of both D3 research staff and field vendors on methodological and statistical issues.</li> <li>• Stay current with scholarly publications of survey methodology, statistical analysis, and data quality through self-initiated reading and research.</li> <li>-----</li> <li>• Contribute to the preparation of papers for professional presentation, publication, and use in proposal submissions.</li> <li>• Assist the team by reviewing project materials, preparing research design and statistical methodology materials for proposals, preparing reports and presentations, and with other tasks as needed.</li> <li>-----</li> <li>• Other duties as required.</li> </ul>	

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

- Basic knowledge of scientific sampling methodology, such as complex multistage sampling design, error estimation, and weighting.
- Basic knowledge of inferential statistics, such as parametric and nonparametric hypothesis testing, regression, and multivariate techniques.
- Basic proficiency with R and at least one additional statistical program (such as Python, SAS, STATA, and/or SPSS).
- Excellent communication skills, both oral and written, demonstrating the ability to work independently with data, concisely summarize findings, and present them effectively.
- The ability to handle multiple projects simultaneously, operate independently, respond to rapidly changing requirements, and meet tight deadlines.
- Proficient in Microsoft Word, Excel, Outlook, and PowerPoint.
- Desirable: foreign language skills in Arabic, French, or Spanish.

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

- Bachelor's Degree in Statistics (or related field).

**ADDITIONAL REQUIREMENTS:**

- Willingness to travel to represent D3 and to meet with D3 vendors. Willingness to consider travel to regions that may be at risk.
- Ability to pass a U.S. Government background investigation.
- General office tasks including filing and 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, gender identity, sexual orientation, national origin, disability, genetic information, U.S. veteran status, pregnancy, or any other categories protected by federal, state, or local law in accordance with applicable federal, state, and local laws.

**TO APPLY:** Send a resume and cover letter to [hr@D3systems.com](mailto:hr@D3systems.com).