



Position Title: Research Analyst Sr.

Primary Functions: Contribute to carrying out a variety of research and evaluation studies to support the mission and goals of Pearls for Teen Girls. This involves analyzing program participants'/girls' data and developing reports. Manage data warehouse systems (SPSS, Excel, and UNCOM) that involve demographic information, program participation, girls' goals and goal accomplishments, and other data relevant to program evaluation and Pearls' outcomes.

Principal Responsibilities:

1. Responsible for creation, development, and maintenance of a variety of data sets. Develop processes to maintain data integrity, including checking and documentation processes.
2. Analyze data using statistical methods and software.
3. Communicates effectively with a range of audiences. This includes creating reports of findings and providing information about interpretations and use of data.
4. Organizes, plans effectively, establishes priorities, and sets realistic timelines to insure timely carrying out of various office projects.
5. Takes responsibility for projects by designing procedures and collaborating with staff members about issues.
6. Habitually demonstrates collaborative, interactive working style. Negotiates with staff members priorities and strategies for data organization and data analyses. Collaborates with faculty and staff in projects of mutual interest.
7. Problem solves, suggests approaches, strategies, and project benefits in areas of expertise and responsibility.
8. Creates directions for Program Coordinators and other Pearls staff with regard to data management.

Knowledge and Skills Required:

1. Current Graduate student or Master's degree
2. Effective oral and written communication skills
3. Interpersonal skills for collaborating with faculty and college staff
4. Must be able to work in a team environment
5. Skill in gathering data, analyzing statistical data and other information, and preparing reports
6. Skill in conducting statistical analysis using SPSS
7. Skill using Microsoft Office software and Excel
8. Ability to work independently and prioritize work
9. Planning and organizational skills
10. Handles sensitive and confidential data with integrity

Experience in research and evaluation is required