EdPolicyWorks, a joint collaboration between the Curry School of Education and the Frank Batten School of Leadership and Public Policy, at the University of Virginia seeks highly qualified applicants for a Research Specialist or Research Specialist Intermediate. Applicants will be hired at the level commensurate with their qualifications.

The incumbent provides research coordination and project support on large-scale quantitative research projects. Responsibilities include assisting senior researchers in the operation of multiple projects, working with large-scale data sets, conducting data collection, data cleaning, and data management by utilizing Stata statistical software, as well as software such as Excel and GIS.

A bachelor's degree in Economics, Education, Psychology, Public Policy, Sociology, or a related discipline is required for either level of position. For the Research Specialist Intermediate a master's degree is preferred.

At least one year of experience in data management and statistical analysis is required for both positions. For the Research Specialist at least six months of experience performing social science research is required. Experience as a student may be considered.

For the Research Specialist Intermediate at least three years’ of experience performing social science research is required. A master's degree in a relevant field may substitute for experience.

Both levels require the following: Excellent written and verbal communication skills. Ability to work with large-scale data sets and create data reports. Ability to interact effectively with a diverse team of internal and external constituencies and working as part of a team. Ability to maintain confidentiality and demonstrate good judgment. Strong organizational skills, attention to detail and ability to multi-task. Knowledge of Microsoft Office (Excel, Outlook, PowerPoint and Word), and use of the internet. Knowledge and the use of statistical research software such as Stata or SAS. The ability to work with large-scale data sets for social science research and educational research is preferred for both.

To apply, visit http://jobs.virginia.edu and search on Posting Number 0617861. Complete a job application online, and attach a cover letter and resume.

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