

Position Available
Center for Research to Practice
12 Shelton McMURPHEY Blvd.
Eugene, OR 97401

JOB TITLE: Research Data Assistant
Project/Grant: California

General Description Brief description of the job to be performed.

Primary responsibilities will be to assist the investigative team in gathering data related to intervention costs and to record data to be used for analyses. Will review existing contact logs for pertinent information related to costs, contact agencies and organizations to determine costs (e.g., of services, salaries), research and identify local and national cost estimates, review budgets, financial logs, and receipts for cost values.

Is responsible for creation of data base (in SPSS), data entry, and data management, and security. Additional responsibilities include working with the investigative team on basic tasks related to successful project execution, manuscript preparation, and dissemination. Is responsible for prioritizing and scheduling job tasks with minimal supervision (though supervision is available) and for exercising a significant level of discretion and independent judgment on a daily basis.

Duties and Responsibilities

- Collection of data for economic evaluation (phone calls, internet searches, reviewing existing accounting and budget files, reviewing contact logs)
- Creation of databases using SPSS format
- Converting SPSS files for data manipulation
- Data entry and management
- Assists PI with the development/design/creation of journal articles, conference presentations, and other standard reports using Microsoft Word/ PowerPoint/Excel, Adobe Acrobat, and other software as needed.
- Occasional (infrequent) local or distal travel to collect data (e.g., government offices)
- Participation in research meetings
- Coordinates demands of position tasks with PI.
- Performs various organizational and administrative tasks.
- Other project related tasks as needed.

General Requirements

- BA/BS degree and 3 years related experience or equivalent combination of training and experience.
- MA with a focus on accounting or economics is preferred.
- Must have expertise in accounting or billing.
- Must be detail oriented and solution focused when encountering errors related to data management
- Must have strong interpersonal skills and feel comfortable interacting with a broad range of personalities
- Must have excellent verbal and written communication skills in English.
- Good working knowledge of personal computers; formal training and/or employment experience in this area strongly preferred. Experience with relevant software (or similar equivalents) including Microsoft Word/PowerPoint/Excel is preferred.

- Must be able to work in team environment, requiring participatory decision-making/cooperative interactions among employees.
- Must be able to work independently with little supervision and to make a significant level of interpretive judgment; makes independent decisions or chooses between existing methods and procedures.
- Must have excellent prioritizing tasks and be able to balance work requests
- Must be able to exercise discretion and independent judgment regarding matters of significance.
- Flexibility is required in regard to work schedule and time.

Job Grade: RA 8 (\$30,631-\$39,070/annual at 1.0 FTE)

FTE: .50-.75 FTE

Starting Date: March 2011

Applications: Submit letter of intent, current resume, and completed application to Kirsten by 5 p.m on February 11, 2011
Applications can be found at www.cr2p.org.

(Applicants' personnel files will be accessed during the selection process)
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