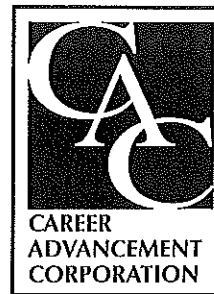


## Job Description Form



"We Put St. Louis to Work"  
www.careeradvancementcorp.com

**Name:** Vacant

**Title:** Research Analyst

**Group/Center:** Research and Information Center

**Status:** Exempt    **Classification:** Regular

Patty Shofner

314-963-9797

314-963-0164 Fax

pattys@caccorp.net

9378 Olive Boulevard  
St. Louis, MO 63132

### **Nature and Scope of Position:**

Responsible for identifying sources for, and acquisition of, relevant data to inform and support Association policies. Conducts environmental scans and surveillance of relevant literature on matters impacting the profession. Supports the Director and the Research Survey Manager in the performance of their duties.

### **Duties & Responsibilities:**

1. Searches literature for pertinent secondary data, compiles accession lists, and annotates or abstracts materials
2. Identifies sources for reliable, statistically valid secondary research data that has relevance for the optometric profession and maintains a database of these sources
3. Obtains secondary data from identified sources and appropriately catalogs and stores originals
4. Makes copies of secondary data for analysis purposes
5. Works with Research Survey Manager to analyze secondary data obtained by RIC
6. Works with RIC staff and consultants in the development and production of monographs and white papers based on secondary data
7. Develops and maintains budget for acquisition of data and appropriate reference materials (serials and books that contribute to the mission of the RIC)
8. Protects and safeguards intellectual property rights of data and research products
9. Purchases, with approval of Director, research and reference materials for RIC
10. Performs manual and computer-assisted searches, including online literature searches and handles other information requests related to reference materials
11. Responds to data search requests from members
12. Catalogs and Maintains research materials, including identifying, classifying, and appropriately storing materials to ensure the efficient and timely retrieval of information when needed

**Impact on the Association:** Provides staff support for the collection, development and dissemination of research materials and information to the Association and its stakeholders. Maintains, catalogs, stores and retrieves data resources in the Research Resource Center.

**Supervision Received:** Director, Research & Information Center

**Supervision Given:** None

**Work Relationships:** staff, leadership, volunteers, members, students, schools and colleges, vendors, industry representatives, and the general public.

**Desirable Experience:** Minimum Master in Public Health Degree; or Bachelor's degree (B.A./B.S.) or equivalent with four to ten years related experience and/or training; or equivalent combination of education and experience is required.

Association or healthcare experience a plus.

**Knowledge & Skills Required:** Familiarity with use of internet search engines. Familiarity with research techniques. Familiarity with database software. Familiarity with cataloging, storage and retrieval processes. Ability to use word processing and spreadsheet software desirable. Basic understanding of statistics desirable. Strong organization skills and attention to detail. Strong customer service orientation. Strong teamwork orientation. Strong written and verbal communication skills.

While performing the duties of this job, the employee is regularly required to sit; use hands to type, or feel and talk or hear. Specific vision abilities required by this job include close vision.

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The above duties describe the chief functions of the job and are not considered a detailed description of every duty of the job. It is to be further understood that the employee will also perform other reasonable, related business duties if requested to do so by the immediate supervisor or other management personnel. This job description is not a written or implied contract and can be revised by the Association as necessary.

Date

Employee  
Signature

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