

**Job Title:** Research Specialist

**Date Posted:** September 18, 2009

**Type of Position:** Full Time Benefit Eligible

**Location:** Columbia, Missouri

**Compensation:** \$30,000 - \$41,080.00, based upon education and experience

**Job Description:** This position will be responsible for conducting contract/grant related research on a variety of public policy issues. The essential job functions are to provide:

Project Management on research and public service projects

- Supervise activities of projects
- Create project timelines and track project activities/deliverables
- Develop research design
- Facilitate project meetings
- Communicate with team members
- Complete major tasks required on the project, including database development and management, data analysis, report writing and training/presentations

Program Evaluation

- Develop evaluation and implementation plans
- Conduct needs assessments
- Design surveys, evaluation forms, interview protocols, including web and mail surveys
- Conduct focus groups and interviews

Communicate with Clients

- Serve as a liaison between the Institute and clients
- Facilitate meetings with clients
- Prepare presentations for clients
- Prepare reports for clients and funding organizations

In addition to the essential functions, this position may have to prepare and conduct training sessions, develop recruitment materials, prepare grant proposals, and other duties as assigned.

**Organization Description:** The Institute of Public Policy in the Harry S Truman School of Public Affairs at the University of Missouri is a research and public service entity committed to increasing knowledge and understanding of issues facing Missouri state and local governments. It provides

policy research to policymakers and conducts program evaluation and other applied research through contracts with public and non-profit entities. For additional information see website: <http://truman.missouri.edu/ipp/>

**Required Qualifications:**

- Masters degree in public affairs, political science, psychology, sociology, economics, public health or a related field
- Quantitative and qualitative data analysis skills
- Strong written and verbal communication skills
- Knowledge and expertise conducting program evaluation
- Knowledge of SPSS or STATA
- Capacity to travel

**Application Process:** Go to <https://jobs.missouri.edu/index.php> to complete the application process for vacancy number 1014791.