



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

Name: Vacant

Title: Research Survey Manager

Group/Center: Research and Information Center

Status: Non-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:

Administers research programs of a national scope. Provides technical expertise and direction, and develops and implements program strategies. Responsible for designing survey data collection methodologies; collecting and analyzing data; developing statistical analyses and preparing information for users; database management for statistical reports, and marketing studies.

Duties & Responsibilities:

1. Develops and designs surveys and data collection methodologies that yield clear answers and useful information in cooperation with RIC Executive Committee, Director and other RIC staff
2. Develops survey instruments in collaboration w/RIC staff
3. Determines requisite sample size based on probability analysis
4. Determines appropriate target audiences for data gathering
5. Determines necessary resources required, feasibility of projects, and appropriate methodology (mail, web-based, phone, in-person focus groups)
6. Ensures that all research instruments, reports and products comply with anti-trust guidelines
7. Coordinates with Research Analyst and RIC Director to develop tabulation specifications
8. Constructs appropriate computer programs, writes and runs programs to analyze and report external and in-house data relevant to the profession to support A.A. policy
9. Utilizes appropriate software to analyze complex statistical information and use analytical skills to write reports
10. Provides project management for all survey projects
11. Develops RFPs as needed, securing bids and negotiating prices from outside vendors
12. Monitors work of outside vendors
13. Obtains data, writes salient findings and draws conclusions
14. Collaborates with Research Analyst and RIC Director to prepare reports and presentations to summarize the results of the data analysis for use by staff, leadership, members and other stakeholders
15. Analyzes problems during research phase
16. Studies and interprets primary and secondary data
17. Assists and collaborates with outside researchers
18. Develops and manages budgets for survey process

Impact on the Association: Provides staff support for the acquisition, analysis, interpretation and reporting of statistically-significant, reliable and valid data about the

profession to Association and its various stakeholders. Work product will be used to assist and its members to grow the profession and their individual practices.

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: Master's degree in statistics or similar discipline (would consider baccalaureate degree with appropriate experience in statistical analysis). Position holders should have at least 2-3 years prior work experience in a related position. Fundamental programming experience related to statistical analysis. Association or health care experience a plus.

Knowledge & Skills Required: Strong writing and editing skills. Strong verbal communication skills. Strong customer service orientation. Strong teamwork orientation. Computer literate - Ability to use word processing and spreadsheet software. Knowledge of SPSS or other statistical software desirable
Programming skills. Sound judgment and decision making skills. High level of discretion. High degree of professionalism. Strong time management and organizational skills
Self motivated. Ability to work under pressure.

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.

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
