



## Position Description

**Title:** Research Assistant

**Group:** Division of Research, Evaluation and Technology

### About Metis Associates

Metis Associates is an employee-owned consulting group founded in 1977. We are a national organization headquartered in New York City. We are experts in evaluation, data management and grant development. We support public and private organizations in achieving results for the children, adults, families, and the communities they serve. Visit our [website](#) to learn more information about Metis Associates.

### Job Description

The Research Assistant will assist senior researchers in evaluation activities for various projects being implemented in all areas of P–20 education, including arts education, educational equity and school integration, college and career access and success, youth development, P-12 education, and child and families, among others. The Research Assistant should have a passion for examining and using research and evaluation to improve programs and organizations' capacity to use the findings. This position will be based in our New York City office.

The position includes the following responsibilities:

- Preparing qualitative and quantitative data for analyses, including data cleaning and coding
- Analyzing and summarizing qualitative and quantitative data
- Collecting, reviewing, and synthesizing program documentation
- Creating data presentations and visualizations
- Supporting and conducting focus group interviews with a variety of program stakeholders and participants
- Conducting observations of program activities
- Preparing literature reviews
- Serving as a liaison to project support (data entry) staff
- Assisting in the development of instruments such as questionnaires, interview protocols, and surveys
- Assisting in the preparation of evaluation reports and proposals
- Assisting with general administrative tasks



## Qualifications

### ***Education and Prior Work Experience***

Bachelor's degree or higher – in a targeted field (Education, Psychology, Sociology, Public Policy, or related social science field)

--AND--

One year of successful work experience in a research or evaluation setting (Preferred but not required)

### ***Communication Skills***

- Excellent verbal and written communication skills
- Bilingual Spanish and English preferred

### ***Organization Skills***

- Ability to take initiative and independently manage several tasks and projects
- Attention to detail
- Ability to work collaboratively within a team environment

### ***Technical and Other Skills***

- Experience with data visualization
- Proficiency with Microsoft Office applications
- Knowledge of statistic and SPSS
- Experience with field work/Knowledge of qualitative research methods
- Familiarity with education, children, youth and family issues

## Compensation & Work Schedule

- Competitive Salary
- 40 hours per week (Full-Time position)
- Includes travel and overtime, as needed
- Background check and NYC Department of Education fingerprinting required

## How to Apply

Mail letter of interest and résumé to HR Administrator, Metis Associates, 55 Broad Street, 25<sup>th</sup> Floor, New York, New York 10004, or via email to [inquiries@metisassoc.com](mailto:inquiries@metisassoc.com).

Visit [www.metisassociates.com](http://www.metisassociates.com) for a description of Metis, its work and its people.

Metis Associates employs a multi-cultural staff, not only to be in compliance with the law, but because we believe a multi-cultural staff makes us stronger and enables us to serve our clients more effectively. Metis Associates is an Equal Opportunity Employer and minority candidates are strongly urged to apply.