

Job Description

Position: Full Time Research Assistant

Duties and Responsibilities:

- Accurate data entry
- Format reports and presentations using Microsoft Office products
- Design/develop charts, figures and graphs
- Collect data through observation, interviews, surveys, record reviews and other methods
- Internet searches
- Literature reviews
- Various office support duties
- Other duties as may be assigned

Qualifications and Prior Experience:

- Have, or working towards, an undergraduate degree in Social or Behavioral Sciences or Business related field
- Proficiency with Excel
- Detail oriented
- Meet strict deadlines
- Excellent interpersonal, oral and written communication skills
- Must have driver's license, reliable transportation, and valid car insurance

An Equal Opportunity Employer