



## **JOB TITLE: RESEARCH ASSISTANT: DATA MANAGEMENT**

The Policy & Research Group (PRG) specializes in research and evaluation of public policy and programs in the following areas: education, public health, child welfare, workforce and income, housing, juvenile justice, and adolescent risk reduction. PRG aims to improve the economic and social prospects for people through equitable public policy and improved practice. Our mission is to produce rigorous research and evaluation that benefits people by improving programs and innovations that aim to improve social, behavioral, health, economic, and employment potential. As a small but expanding research and evaluation firm, PRG operates a casual work environment that is both professionally and intellectually demanding, allows employees at all levels to play an integral role in projects, and provides opportunities for growth. PRG is an employee-owned small business. See [www.policyandresearch.com](http://www.policyandresearch.com) for more information.

PRG is seeking a motivated, detail-oriented candidate to carry out data management activities to help support our mission. This is a full-time, exempt position. The person hired will work with the Data Management Team. PRG will provide specific training for this position.

### **PRIMARY JOB RESPONSIBILITIES**

- Assisting the Data Management Team with data management and preparation.
- Providing technical support for the preparation of quantitative data for analysis. This will include: data cleaning; data verification; the preparation of Stata .do and .ado files for diagnostic and analytical purposes; ensuring the standardization of Stata .do files according to protocols; verification of Stata .do files according to analysis plans, and the creation of graphics using Stata.
- Assisting with the presentation of data and statistics in evaluation reports. This will primarily consist of reviewing tables and figures in reports for accuracy.
- Working collaboratively with other staff to create and/or maintain data monitoring procedures and Stata .do files.
- Providing support for the instrumentation process by reviewing variable definitions in codebooks and .do files and verifying that they conform to the procedures specified in the analysis plan.
- Providing support with the development and maintenance of data dashboards using Google BigQuery and Cluvio dashboard software.

### **QUALIFICATIONS:**

- A Bachelor's degree in social science or other relevant discipline.
- Exceptionally strong attention to detail.
- Excellent communication and organizational skills.
- Aptitude for coding for data management, analysis, and visualization (e.g., SQL).
- Experience in quantitative data management (data organization, data cleaning) for the purposes of research preferred, but not required.
- Proficiency in at least one statistical software (Stata, SAS, SPSS, R) preferred, but not required.
- Ability to effectively administer several projects simultaneously and under pressure of deadlines.
- Commitment to PRG's mission: To improve the potential of people through scientifically rigorous research and evaluation that benefits our clients and influences policy.

### **BENEFITS:**

- Two weeks (10 days) paid vacation per year, with increase to three weeks after one year of employment.
- Approximately 17 paid holidays per year (this includes an end of the year break where the office is closed between Christmas and New Year's Day).
- Medical, dental, and vision group plans offered; employer pays portion of premiums.
- Supplemental insurance plans and a Flexible Spending Account (FSA) offered.
- After two years of employment, PRG employees are eligible to contribute to a simple IRA retirement plan with employer match.

**STARTING SALARY:** \$40,000

**HOURS:** This is a full-time position of approximately 40 hours per week. Some evening and weekend hours may be required.

**LOCATION:** Remote, with some travel for in-person meetings.

**POSITION START DATE:** The anticipated start date for this position is June 2024.

**TO APPLY:** Please email a cover letter, resume, application form, unofficial transcripts, and three references to [applications@policyandresearch.com](mailto:applications@policyandresearch.com). Please include "Research Assistant: Data Management" in the email subject line. Please submit your materials as soon as possible - the search will remain open until we find the right candidate.

**EQUAL OPPORTUNITY:** PRG is an Equal Opportunity Employer, and we do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, or disability. We welcome all candidates to consider joining our team.