

**STANFORD UNIVERSITY / JOB DESCRIPTION****JOB TITLE: SOCIAL SCIENCE RESEARCH ASSOCIATE**

John W. Gardner Center for Youth and Their Communities  
505 Lasuen Mall  
Stanford, CA 94305  
(650) 725-3699

**POSITION:**

The John W. Gardner Center for Youth and Their Communities at Stanford University is seeking a Social Science Research Associate (SSRA) to conduct qualitative and quantitative research with an emphasis on policy-relevant and actionable topic areas. The SSRA will lead and contribute to quantitative research; s/he will link data across large administrative data sets, assist community partners in formulating research questions and exporting data, perform statistical analysis and write policy briefs and other products focused on topics related to youth development and education. The SSRA will also lead and contribute to qualitative research projects, conducting formative assessments of community-based programs, including data collection, coding, analysis and writing reports and briefs. For all research and analyses, the SSRA will present research findings to community partners and other stakeholders on a regular basis. The SSRA will supervise graduate level research assistants and potentially some staff; work collaboratively with other John W. Gardner Center staff; and report to the Executive Director.

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## DUTIES AND RESPONSIBILITIES:

% Time	Duty and Responsibility Statements
20%	<p data-bbox="456 323 1388 436"><b>1) Work in partnership with community entities to design and conduct policy-relevant research related to youth development in a community setting</b></p> <ul data-bbox="456 457 1388 940" style="list-style-type: none"><li data-bbox="456 457 1388 562">- Collaborate with JGC staff and community partners to identify key research needs in the community and design and carry out research that responds to these.</li><li data-bbox="456 583 1388 814">- Design research projects that respond to community questions and needs using a variety of tools, including the JGC's Youth Data Archive (a longitudinal database that links data on youth across schools, human services, health services, and other service providers); youth and adult surveys; secondary data analysis; and qualitative data collection and analyses.</li><li data-bbox="456 835 1388 940">- Conduct primary research and produce written products and presentations that are appropriate for community audiences and parallel materials that inform academic debates and audiences.</li></ul>
20%	<p data-bbox="456 953 1003 989"><b>2) Conduct Statistical and other analyses:</b></p> <ul data-bbox="456 1010 1388 1455" style="list-style-type: none"><li data-bbox="456 1010 1388 1167">- Use matched longitudinal data drawn from administrative databases from a wide range of public and private agencies, including school districts, social services, probation, and community-based agencies in several Bay Area communities.</li><li data-bbox="456 1188 1388 1224">- Contribute to data cleaning, verification and documentation.</li><li data-bbox="456 1245 1388 1318">- Develop descriptive statistics and conduct multivariate analyses to address research questions and policy outcomes.</li><li data-bbox="456 1339 1388 1375">- Collect qualitative data (interviews, focus groups, observations).</li><li data-bbox="456 1396 1388 1455">- Contribute to discussions about coding and analysis schemes. Code data and conduct analyses.</li></ul>

20%	<p><b>3) Write, Present and Otherwise Communicate Research Findings to a Wide Range of Stakeholders and Entities</b></p> <ul style="list-style-type: none"> <li>- Write reports and briefs of findings for partners and broader academic field.</li> <li>- Write and present academic articles, issue briefs, summaries, conference paper and other products to a variety of audiences.</li> <li>- Meet with partners on an ongoing basis to review and evolve analyses.</li> <li>- Work with JGC Communications Manager on additional communications opportunities for analyses, including newspaper articles, blogs, panel discussions and more.</li> </ul>
20%	<p><b>4) Provide technical support to community partners to facilitate their participation in the Youth Data Archive:</b></p> <ul style="list-style-type: none"> <li>- Provide technical assistance to partners on database development, data collection, and data export</li> <li>- Provide technical assistance to partners on performance measurement</li> <li>- Engage partners in the development of an ongoing analysis agenda for the YDA initiative</li> </ul>
20%	<p><b>5) Participate actively as a collaborative member of the JGC team, and connect JGC to the greater Stanford community and the broader research field:</b></p> <ul style="list-style-type: none"> <li>• Attend regular staff meetings and retreats.</li> <li>• Supervise graduate students and junior staff on specific projects.</li> <li>• Where appropriate, contribute to grant development.</li> <li>• Assist the Center in developing processes, tools, and products to enhance the future direction of the Center.</li> </ul>

## QUALIFICATIONS:

A doctorate in a relevant field (education, public policy, sociology, psychology, or related field) is required as is capacity to oversee graduate students as they design, carry out, and write about their research projects. Excellent oral, statistical, analytic, organizational, and interpersonal skills are required; writing as demonstrated in the candidate's own writing and publications is essential. Ability to write for multiple audiences, including policy makers and practitioners, is preferred. Demonstrated experience with quantitative analysis is also required, as is proficiency with data analysis software such as SAS (preferred), STATA, or SPSS. Proficiency in longitudinal analysis and/or hierarchical modeling preferred. Experience with qualitative data collection and analysis is also required. The candidate must

have strong interpersonal and collaboration skills in working with researchers and practitioners as well as organizational skills that demonstrate her/his ability to handle multiple tasks, timelines and priorities in a team environment. Familiarity with California K-12 education data, including test scores, attendance, school discipline, and English language proficiency is preferred. This may be substituted with familiarity with juvenile justice, mental health or foster care data and programs or a related youth policy issue. Familiarity with school enrichment and youth development programs, such as after-school programs is a plus.

**EDUCATION:**

Advanced degree required in:      Education, public policy, sociology, psychology, or related field

**APPLICATION SUBMISSION:**

Please apply for this position on the Stanford website at <http://jobs.stanford.edu>, position number 46371. Email or call the JGC at [larissa.collins@stanford.edu](mailto:larissa.collins@stanford.edu) or (650) 723-3099 with any questions. Stanford University is an equal opportunity employer.