Job Description ⋮

- Conducts statistical studies in support of research proposals and protocols. Manages the personnel, timelines, logistics, and data collection for research studies of many different kinds and oversees undergraduate research assistants as they run studies
Maintains and develops research gathering, retrieval and reporting systems. Collaborates across a diverse array of faculty, graduate students, research assistants, and staff to manage the portfolio of research projects and communication flow
- Plans studies, including the design of survey instruments and determining the sampling and reporting procedures. Prepares and analyzes research data
    - Understands components of literature review and how it relates to study design
    - Contributes to developing projects and revisions of ongoing projects
    - Attends and participates in research seminars
- Collaborates on the design, documentation, testing and implementation of research studies. Assists in developing systems for organizing data to analyze, identify and report trends
- Scheduling and coordinating research meetings
- Coordinating hiring, interviewing, and reviewing applicants for undergraduate and predoctoral research assistants
- May be involved in researching, evaluating and selecting new data reporting products
- Professional Learning and Growth
    - Embraces the principle of being a "student always," by engaging in opportunities for training, workshops, seminars, continuing education pertinent to the position, or at the suggestion of the supervisor
    - Actively contributes to a team environment that fosters and promotes a culture of diversity, equity, inclusion, and belonging (DEIB) within the unit and at Haas
    - Engages in ongoing education to promote diversity, equity, inclusion, & belonging by completing University sponsored certifications & training certifications (i.e. MEP workshop, Implicit Bias Certification, LinkedIn Learning Workshops, and other workshops & seminars offered by the University or Haas, as they are made available) or by engaging in external seminars & resources related to DEIB
    - Exemplifies Haas' four Defining Leadership Principles: (1) Question the status quo; (2) Confidence without attitude; (3) Students always; and (4) Beyond yourself

Required Qualifications

- Working knowledge of research function
- Working skills in statistical analysis, systems programming, database design and data security measures
- Working skills in analysis and consultation
- Skills to communicate complex information in a clear and concise manner both verbally and in writing
- Proficiency in some or all of the following languages for writing code for computation and estimation: Python, Julia, STATA, MatLab, and/or Perl
- Proficiency in version control software such as git
- Bachelor's degree in related area and / or equivalent experience / training

Preferred Qualifications

- Experience running code on Linux-based remote server environments