



AMERICA'S ESSENTIAL HOSPITALS

JOB TITLE: Research Associate

POSITION SUMMARY: A member of America's Essential Hospitals Research Department, the Research Associate uses research methods to conduct national research of the health care industry, specifically health care providers that care for underserved populations. Analyzes industry data and summarizes results into clear and comprehensive reports and/or presentations. As appropriate, conducts regular and ad hoc analyses on assigned projects.

REPORTS TO: Director of Research

PRINCIPAL DUTIES AND JOB RESPONSIBILITIES*:

- Review literature on particular health-related topics and summarize findings with recommendations for further investigation
- Prepare and conduct surveys and summarize findings
- Conduct data analysis and summarize findings
- Support and participate in research department's or transformation center's scope of assignments as appropriate
- Respond to short term data requests from senior staff, members and external organizations
- Recommend additional research topics arising from the project.
- Prepare drafts of abstracts for posters and paper presentations to disseminate findings.
- Prepare drafts of presentations and reports for project activities
- Develop research and data briefs and other publications and reports
- Maximize use of other data sets, both public and internal, to enhance understanding of current project

** The above statements reflect the general duties and responsibilities necessary to describe the principal functions of the job, as identified, and shall not be considered an exhaustive list of job responsibilities which may be inherent in the position. Responsibilities are subject to change*

MINIMUM KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Documented experience with qualitative and quantitative research
- Proven ability to summarize data and clearly communicate findings verbally and in writing
- Demonstrated ability to manage complex projects, including a proven ability to work within organizational processes, implement your own processes as appropriate, and manage time effectively
- Ability to work in small groups and engage a larger audience for participation when appropriate
- Excellent written and verbal communication and analytical skills
- Demonstrated knowledge and understanding of research methods
- Excellent computer skills including the ability to extract data from external and internal data sets and create graphs for data presentation
- High degree of proficiency with Microsoft Office Suite (must be proficient in Excel, Word and PowerPoint); experience using Access and Excel preferred

MINIMUM EDUCATION AND EXPERIENCE REQUIRED:

- Master's degree with focus on research, community health, health policy or public health; prefer completion of a successful internship or one year of work experience in a similar area.

ESSENTIAL CHARACTERISTICS FOR THIS POSITION INCLUDE THE ABILITY TO:

- Strong quantitative ability to skillfully translate quantitative data and clarify the “what” and the “why”
- Strong analytic capability to organize qualitative data and identify patterns and trends
- Great organizational skills to track necessary details and effectively disseminate information
- Proactive and reliable in accomplishing assignments from start to finish
- Good project management skills with ability to achieve desired result within time and resource constraints
- Communicates effectively with team members, colleagues, and external stakeholders
- Displays positive customer service attitude and ability to work as a team player
- Ability to work independently but also collegial and collaborative, seeking/respecting other viewpoints and willing to share own insights
- Ability to shift gears and reprioritize as needed

- Ability to initiate programs/ideas to improve department goals and the Association in general
- Demonstrates good judgment on behalf of members and the Association
- Able to gain appropriate level of respect from other employees

To apply for the Research Associate position with America's Essential Hospitals:

Please forward your resume, salary requirements and cover letter to careeropty@essentialhospitals.org.