

## ***Education/Health Policy Research Assistant***

Insight Policy Research, a rapidly growing, dynamic, small research and evaluation organization, is seeking an Education/Health Policy Research Assistant to join our team.

We are a well-established small business, having provided nationally recognized research and evaluation services to federal, state, and private sector clients for almost 17 years. Our focus is on issues affecting at-risk and vulnerable populations. Headquartered in Arlington, Virginia, we conduct research in the areas of education, health, nutrition, and family support services. For further information, including the types of studies we conduct, please visit our website at [www.insightpolicyresearch.com](http://www.insightpolicyresearch.com).

### ***Position Summary***

The essential functions of this position include working with other team members in the planning and conduct of mixed-methods research studies and program evaluations, conducting semistructured interviews and coding qualitative data, conducting literature reviews and other background research, analyzing quantitative and/or qualitative data, and contributing to reports and proposals. Our staff are currently conducting projects in public health, quality of care, maternal and child health, patient-centered outcomes research, Medicare, Medicaid, disabilities, and long-term care. Our education projects relate to secondary analysis of national surveys, state- and district-level data analyses, and program evaluations of educational interventions. Candidates should have excellent attention to detail, time management skills, and a spirit of generosity.

### ***Responsibilities***

- Conduct literature reviews.
- Collect qualitative and quantitative data.
- Prepare data for analysis and conducting preliminary data analyses.
- Conduct policy scans on education issues across states.
- Interview and survey respondents.
- Assist in the writing and preparation of reports and articles for publication/presentation.
- Complete field staff performance evaluations at the conclusion of each project.
- Provide project leaders with periodic status updates.

Other duties or responsibilities may be assigned according to changes in study protocol or conditions during a project period.

### ***Education***

- A bachelor's degree in social science field

### ***Qualifications***

- Excellent writing, communication, and organizational skills, an understanding of research methodology and problem-solving and analytical skills
- Ability to work independently and manage time effectively to coordinate completion of projects and tasks

- Working knowledge of/experience with other public health programs of the agencies of the U.S. Department of Health and Human Services
- Experience and interest in working on federal contracts
- Background and strong interest in health, education, or social welfare research

**Contact**

EEO: All candidates will be considered without regard to race, color, religion, sexual orientation, national origin, age, or disability.

**Contact:** No phone calls please. Send resume/CV via email, fax, or regular mail to—

## **Dominick Esposito**

Vice President, Health  
Insight Policy Research, Inc.  
1901 North Moore Street, Suite 1100  
Arlington, VA 22209  
Email: [desposito@insightpolicyresearch.com](mailto:desposito@insightpolicyresearch.com)  
Fax: 703.504.9481