

Research Assistant

Insight Policy Research (Insight), a growing, dynamic, policy research organization, is seeking a 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 since 2001. Our work addresses issues affecting at-risk and vulnerable populations. Headquartered in Arlington, Virginia, we conduct research in the areas of education, health, nutrition, family support services, and data improvement. For further information, including the types of studies we conduct, please visit our website at www.insightpolicyresearch.com.

Responsibilities

- ▶ Provides basic research and administrative support on range of Insight projects employing varying methodologies, working across content areas on a diverse range of tasks
- ▶ Supports data collection activities including survey administration, cognitive interviews, in-depth interviews, site visits, focus groups, coding qualitative data, and conducting background research
- ▶ Conducts literature searches and reviews
- ▶ May contribute to manipulating statistical data, including importing and inputting datasets, maintaining databases, recoding variables, populating presentation and report templates, and reviewing data tables
- ▶ Provides logistical or content-related support for expert panels, advisory groups, and company events (e.g., brown bags, conference support)
- ▶ May participate in portions of the contract proposal process under supervision
- ▶ May support project management by taking notes at project meetings, contributing to client reports, monitoring project schedules, or other tasks
- ▶ Performs activities under supervision of senior staff

Minimum Education/Experience Requirements

Bachelor's degree in social science or other relevant field; 0–1 year of experience. This is an entry-level position.

Qualifications

- ▶ Strong writing, communication, and organizational skills; able to summarize or synthesize information for different audiences and purposes
- ▶ Flexibility to handle multiple tasks and work on multiple projects
- ▶ Excellent attention to detail
- ▶ Desire and ability to work as part of a research team
- ▶ Works well independently and manages time effectively to coordinate completion of projects and tasks

- ▶ Experience using word processing, spreadsheet, and/or database applications
- ▶ Interest in policy research focused on vulnerable populations

Contact

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

Contact: No phone calls please. Send resume/CV, cover letter, and a writing sample via email or postal mail to **both**—

Rachel Holzwart, Senior Researcher

Email: rholzwart@insightpolicyresearch.com

Meg Trucano, Senior Researcher

Email: mtrucano@insightpolicyresearch.com

Insight Policy Research, Inc.

1901 North Moore Street, Suite 1100

Arlington, VA 22209