

## Survey Analyst

Insight Policy Research (Insight), a rapidly growing, dynamic, small research and evaluation organization, is seeking an experienced Survey Analyst. We are a well-established small business, having provided nationally recognized research and evaluation services to federal, state, and private sector clients for the past 18 years. Our focus is on issues affecting at-risk and vulnerable populations.

Headquartered in Arlington, VA, we conduct research in the areas of education, health, nutrition, and family support services. We offer outstanding potential for growth as well as competitive salaries and benefits, including telecommuting, in a collegial, family-friendly environment. For further information and the types of studies we conduct, please visit our website: [www.insightpolicyresearch.com](http://www.insightpolicyresearch.com)

### **Responsibilities**

Works with senior researchers and study directors to support the day-to-day activities of projects requiring quantitative and qualitative data collection across a range of topics and populations. Contributes to all phases of data collection tasks and/or projects including questionnaire development, implementation, and analysis and reporting. Responsibilities include supporting data collection activities; developing and coordinating training sessions; developing specifications and programming web surveys; conducting survey testing; conducting data quality reviews; developing recruitment materials and protocols; conducting semistructured interviews; developing specifications for and coding qualitative and open-ended data; conducting literature reviews and other background research; analyzing quantitative and/or qualitative data; and contributing to reports and proposals. Brings experience in survey research.

### **Qualifications**

- ▶ Background in survey research, including experience with multiple modes (phone, web, and mail)
- ▶ Training in rigorous quantitative methods, analysis, and reporting
- ▶ Experience using web survey programming package such as Qualtrics a plus
- ▶ Excellent written and verbal communication skills
- ▶ Ability to work independently and allocate time and resources toward completion of multiple projects with overlapping timelines
- ▶ Excellent attention to detail
- ▶ Demonstrated ability to work collaboratively in cross-disciplinary teams and with clients
- ▶ Strong organizational skills with demonstrated ability to meet deadlines and work both independently and as part of a team
- ▶ Experience using statistical software (e.g., SPSS, SAS, R, Stata)
- ▶ Experience applying rigorous quantitative and/or qualitative research methods, analysis, and reporting

### **Minimum education/experience requirements**

Master's or bachelor's degree and 2 years of experience in social science, economics, or equivalent area

**Contact**

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

**Contact:** Send resume/curriculum vitae and a writing sample via email to—

Debra Wright  
Director of Data Collection Services  
Insight Policy Research, Inc.  
1901 North Moore Street, Suite 1100  
Arlington, VA 22209  
Email: [dwright@insightpolicyresearch.com](mailto:dwright@insightpolicyresearch.com)  
Fax: 703.504.9481