



Position Description

Title: Research Assistant

Group: Division of Research, Evaluation and Technology

About Metis Associates

Metis Associates is an employee-owned consulting group founded in 1977. We are a national organization with a home office in New York, and satellite offices in Atlanta, Oakland, and Philadelphia. We are experts in evaluation, information technology, and grant development. We support public and private organizations in achieving results for the children, adults, families, and the communities they serve. Metis works collaboratively with a wide range of organizations. We help our clients:

- Strengthen their capacity to carry out their mission;
- Make better decisions; and
- Deliver more effective services.

Job Description

The Research Assistant will assist senior researchers in evaluation activities for various projects being implemented in all areas of P–20 education, including arts education, school choice, college and career access and success, youth development, workforce development, collective impact, and child welfare, among others. The Research Assistant should have a passion for examining and using evaluation findings to improve programs and organizations' capacity to use the findings. This position will be based in our New York City office.

The position includes the following responsibilities:

- Preparing qualitative and quantitative data for analyses, including data cleaning and coding
- Analyzing and summarizing qualitative and quantitative data
- Collecting, reviewing and synthesizing program documentation
- Presenting data using graphic and tabular displays, including data visualization techniques
- Supporting and conducting focus group interviews with a variety of program stakeholders and participants
- Conducting observations of program activities
- Preparing literature reviews
- Serving as a liaison to project support (data entry) staff
- Assisting in the development of instruments such as questionnaires, interview protocols, and surveys
- Assisting in the preparation of evaluation reports and proposals
- Assisting with general administrative tasks



Qualifications

Education and Prior Work Experience

Bachelor's degree or higher – Master's degree preferred—in a targeted field (Psychology, Sociology, Public Policy, or related social science field)

--AND--

Minimum of one year of successful work experience in a research or evaluation setting

Communication Skills

- Excellent verbal and written communication skills
- Bilingual Spanish and English preferred

Organization Skills

- Ability to take initiative and independently manage several tasks and projects
- Attention to detail
- Ability to work collaboratively within a team environment

Technical and Other Skills

- Experience with data visualization
- Proficiency with Microsoft Office applications
- Proficiency with SPSS
- Knowledge of statistics
- Familiarity with education, children, youth and family issues

Compensation & Work Schedule

- Competitive Salary
- 40 hours per week (Full-Time position)
- Some travel and overtime may be required
- Background check and NYC Department of Education fingerprinting required

How to Apply

Mail letter of interest and résumé to HR Administrator, Metis Associates, 55 Broad Street, 25th Floor, New York, New York 10004, or via email to inquiries@metisassoc.com.

Visit www.metisassociates.com for a description of Metis, its work and its people.

Metis Associates employs a multi-cultural staff, not only to be in compliance with the law, but because we believe a multi-cultural staff makes us stronger and enables us to serve our clients more effectively. Metis Associates is an Equal Opportunity Employer and minority candidates are strongly urged to apply.