Research Assistant

INCUMBENT: TBD
REPORTS TO: Director, Research Development
LOCATION: Remote
STATUS: Full-time, Exempt
DATE: April 1, 2022

TO APPLY

Please email a résumé, three references, and a cover letter explaining why you believe you would be a good fit for this position to HR@connectednation.org. Compensation range is approximately $50,000, commensurate with experience and qualifications. Connected Nation is an equal opportunity employer.

DESCRIPTION

The Research Assistant will be responsible for using qualitative and quantitative techniques to interpret survey data, in addition to collecting data from secondary sources to help augment those findings. This position will work with internal and external stakeholders to help develop research and provide critical information in support of the Connected Nation mission.

ESSENTIAL DUTIES AND RESPONSIBILITIES

• Responsible for data extraction, data cleansing, data analysis, and data management in preparation of report development for internal and external stakeholders
• Create customized and presentation-quality reports from data analysis results that clearly and accurately present the data in a format that is accessible to the potential audience
• Help implement strategies to support data analysis and assist in developing methods to provide methodologically sound solutions to answer client questions
• Collect data from a variety of external sources (including, but not limited to websites, news sources, and published studies) for inclusion in reports
• Collaborate with both internal and external stakeholders to ensure required deliverables are met in a timely fashion
• Contribute to project work through literature searches, research design recommendations, and statistical analysis
• Responsibilities are not all-inclusive, and additional duties may be assigned.

EDUCATION/EXPERIENCE

• Bachelor’s degree in Business, Economics, Political Science, or similar discipline required
• One-three year’s similar research and analysis experience required

QUALIFICATIONS

• Must be familiar (either through previous employment or classroom study) with basic statistical analysis techniques, as well as Microsoft® Office software (including Excel, Outlook, Word, and PowerPoint)
• Must possess experience in preparing proposals and research reports
• Must work well in a team setting and possess a high level of social intelligence
• Must have superior interpersonal skills to handle sensitive and confidential situations
• Must be able to communicate effectively with all levels of staff and stakeholders
• Must be able to work independently and under pressure in a fast-paced environment
• Must be an extremely organized, detail-oriented, disciplined, self-directed, hands-on and process-oriented individual
• Must be able to manage and prioritize multiple tasks
• Must have strong work ethic and unquestioned personal and professional integrity
• Must have a high level of commitment to team and company values
• Must be willing to travel as needed
• Valid state driver’s license required.

ESSENTIAL PHYSICAL REQUIREMENTS

• Ability to sit at a desk for one or more hours at a time.
• Ability to lift and carry 10 lbs.
• Ability to operate computer and other equipment in the office.
• Must have sufficient mobility to move around the office and the community.

About Us: Connected Nation is a national nonprofit, 501(c)(3) organization that develops and implements strategies to close digital equity gaps and improve digital skills in communities across the US. Our mission is to improve lives by providing innovative solutions that expand the access, adoption, and use of broadband (high-speed internet) to all people. We believe that everyone belongs in a Connected Nation.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.