Research Associate Position for Addiction Technology Transfer Center (ATTC) National Office

This posting is also available online at the University of Missouri – Kansas City job bank:
URL: http://www.umkc.edu/hr/career-opportunities/job-posting-view-academic.aspx?seq=451

Job Title: Research Associate

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Application Information: Applicants should forward a cover letter, CV, and contact information for at least three work-related references in PDF format to perumallas@umkc.edu. The cover letter can be addressed to Laurie Krom, Director, ATTC National Office.

ATTC Network Web Address: http://www.ATTCnetwork.org

Brief Job Description: Applications are invited for a research coordination position with a federally funded grant program in the addiction treatment and recovery services field. The successful candidate will (1) play a lead role in managing the planning, development, implementation, and evaluation of a national survey of the addiction treatment workforce; (2) represent the ATTC National Office on, and participate in, national ATTC Network workgroups and committees, including the ATTC Network performance monitoring workgroup; (3) write quarterly and semi-annual reports for federal funding agencies; and (4) perform other duties as assigned.

DUTIES & RESPONSIBILITIES

- Manage the planning, development, implementation, and evaluation of a national survey of the addiction treatment workforce (herein referred to as "the national survey project").
- Collaborate with members of the ATTC Network and CSAT in the planning, collecting, analyzing, interpreting, and disseminating of data from the national survey project.
- Prepare materials, including questionnaire(s), for the national survey project.
- Monitor survey progress, including the response rate, for the national survey project.
- Review, classify, and record survey data in preparation for computer analysis for the national survey project.
- Analyze data and findings related to the national survey project, including frequencies, crosstabulations, means tables, multivariate analyses, and tests of statistical significance, using appropriate software programs.
- Interpret results of findings from the national survey project and draft summary reports and papers, including tables, graphs, and fact sheets, that describe survey techniques and results.
- Represent the National Office on, and participate in, national ATTC Network workgroups and committees, including the ATTC Network performance monitoring workgroup.
- Coordinate any necessary approval processes for the ATTC Network performance monitoring requirements and the national survey project, including Institutional Review Board and Office of Management and Budget approval.

- Prepare SAMHSA clearance packages for ATTC Network publications as needed.
- Research and gather information on topics of importance to the ATTC Network.
- Write quarterly and semi-annual reports for funding agencies.
- Provide technical assistance to 14 regional sites.
- Assist in the development and writing of grant applications.
- Manage outside contractors who provide graphic design, editorial, proof reading, web development and/or printing services for the ATTC National Office.
- Prepare and deliver public presentations and facilitate training events.
- Perform other duties that may be necessary or in the best interest of the federally grant-funded program.

SKILLS, ABILITIES & PERSONAL QUALITIES

- Strong analytical, managerial and interpersonal skills and a demonstrated ability to work in a collaborative, team environment.
- Ability to communicate effectively, both orally and in writing. Must be able to prepare clear, sound, accurate, and informative reports containing findings, conclusions, and a description of research methodology. Must also be able to develop and make presentations and explain complex information.
- Knowledge and expertise in the field of survey research, data collections, and research design including a wide knowledge of survey research best practices, knowledge of data management computing programs, and knowledge of existing academic and practical literature on survey research and research methods.
- Understanding of, and experience complying with, legal standards of confidentiality relating to conducting research.
- Ability to participate in cohesive work groups while also able to work independently with minimum supervision.
- Ability to work well with a variety of individuals with diverse cultural and educational backgrounds throughout the country.
- Detail-oriented, organized and able to keep orderly records.
- Able to consistently meet deadlines.
- Statistical analyses skills including descriptive statistics and analysis of variance.
- Proficiency in Microsoft Office products and SPSS. Knowledge of other statistical programs, geographic information systems, and Adobe products a plus.

QUALIFICATIONS & EXPERIENCE

- A Master's degree or BA/BS and 6 years applied research in psychology, public health, education, health services, public policy or other related field.
- A demonstrated ability to coordinate a large survey research project.
- A demonstrated ability to write reports.
- Experience in the addiction treatment and recovery services field is a plus.