



## **Research Associate**

National Collegiate Inventors & Innovators Alliance (NCIIA) seeks a Research Associate to conduct and support multiple research and evaluation projects ranging from multi-year studies of programs at U.S. colleges and universities to smaller internal and external evaluation projects assessing workshops and seminars, online training modules, and grants programs.

The Research Associate will be expected to take a key role in all phases of the research and evaluation process including proposal development, study design, instrument development, data collection and analysis, and writing and presentation of findings. Quantitative skills are essential, and competence in qualitative methods is highly desired. Candidates should have strong written and oral communication skills, and be able to work both independently and as a member of a team. In addition, this position will require ability to use a variety of software tools, including FileMaker Pro, SPSS, and project management software.

### **DUTIES AND RESPONSIBILITIES:**

- Working with senior management and project staff to support the organization's evaluation and research needs.
- Utilizing qualitative and/or quantitative research methods to design and implement research and evaluation projects of varying scope.
- Overseeing data collection and validation processes, ensuring quality and reliability.
- Conducting qualitative and quantitative data analyses as needed.
- Representing the organization at conferences and in publications through presentation and publication of research and evaluation results.
- Participating actively in proposal planning and development, actively seeking support for research related projects.
- Writing research and evaluation reports for a variety of internal and external audiences.
- Troubleshooting complex problems and developing and implementing effective solutions.
- Providing administrative supervision or direction to junior staff and managing relevant external relationships with consultants and contractors as required.
- Collaborating with members of the research team and other colleagues both within and beyond NCIIA; working across projects and with others who possess a variety of skills and expertise.

### **QUALIFICATIONS/EXPERIENCE:**

Master's degree required, PhD in social sciences, education, or relevant field preferred. Strong analytical and quantitative skills necessary.

Web proficient with excellent communication skills and proven ability to write for technical and general audiences. Superior organizational, time-management and follow-up skills, technologically adept and able to manage multiple projects simultaneously. Must have the ability to produce under pressure and multitask in a dynamic environment.

Proficiency using data analysis software (e.g., SPSS, R, etc.) required, significant experience with spreadsheets and relational databases such as FileMaker Pro strongly preferred. Qualitative analysis skills and familiarity with qualitative software such as Atlas.ti, NVIVO, Ethnograph, or HyperResearch preferred.

A minimum of three years of progressive experience conducting applied research in areas aligned with the organization's mission. Knowledge of and experience with diverse approaches to research and evaluation design

and data analysis. Demonstrated success working at multiple stages of the research process, including (but not limited to) developing sound research questions, designing research studies, obtaining external resources, developing survey instruments and research protocols, collecting data and conducting data analysis, writing reports and giving presentations for stakeholders and other audiences.

Experience conducting research in the following areas desirable: technology transfer, technology commercialization, innovation, economic development, experiential education, and/or higher education. Experience with survey instrument development, data mining, social network analysis, and/or econometrics also desirable.

**ABOUT NCIIA:** Located in Hadley, Massachusetts, NCIIA is a not for profit organization that develops, delivers, conducts research on and funds experiential learning in technology innovation, invention and entrepreneurship for colleges and universities, their faculty, students and emerging venture teams to create viable and socially beneficial innovations and businesses. Learn more at [www.nciia.org](http://www.nciia.org).

**TO APPLY:** Applicants should send cover letter and resume to [jobs@nciia.org](mailto:jobs@nciia.org). NCIIA encourages excellence through diversity.