

## EXEMPT RECRUITMENT ANNOUNCEMENT

### *Research Associate / Senior Research Associate*

Recruitment Period: February 7, 2013 – March 4, 2013

The Washington State Institute for Public Policy (Institute) is currently recruiting Research Associates/Senior Research Associates. The level of the positions will depend on individuals' education and work experience. These positions are "at-will" appointments, exempt from Washington State Civil Service rules and the Fair Labor Standards Act overtime requirements. Fiscal and administrative services for the Institute are provided by The Evergreen State College.

#### **Compensation**

- Salary will depend on qualifications.
- Experience and training may be considered in salary placement.
- A full state benefits package which includes: paid sick and vacation leave; paid campus holidays; a generous medical, dental, life and disability insurance package for employees and dependents; retirement; deferred compensation and optional supplemental retirement accounts. For more information about Evergreen's excellent employee benefits, please view <http://www.evergreen.edu/payroll/employeebenefits.htm>.
- Exempt employees that work more than 0.5 FTE will become eligible for the tuition waiver program.

#### **Role**

The Institute is a nonpartisan organization that conducts public policy research at the request of the Washington State Legislature. Research Associates/Senior Research Associates work in a multidisciplinary setting that includes staff with degrees in economics, criminal justice, public policy, and related fields. The Institute offers a stimulating, team-oriented work environment. The majority of funding is from state government sources; these positions are not expected to obtain external funding.

The Institute is strongly committed to the core values of quality and objectivity. These exempt positions serve at the discretion of the director.

#### **Position Purpose**

The Research Associates/Senior Research Associates will work with team members to conduct quantitative research on public policy topics. Assignments involve problem formulation, research design, literature reviews and meta-analysis, data and fiscal analysis, report writing, and presentations. The position requires strong statistical skills.

Previous Institute research topics have included criminal justice, education, child welfare, substance abuse, and mental health (see for example the Institute's April 2012 [report](#)). Upcoming projects will address these and other topics including Medicaid, homelessness, aging, and public health.

### **Minimum Qualifications**

- Ph.D. or M.S. / M.A. (or equivalent) in a research-based discipline (degree must be earned no later than August 2013).
- Advanced experience and/or coursework in quantitative methods such as multivariate regression.
- Experience analyzing complex survey or administrative datasets.

### **Desired Qualifications**

- Recent work experience or graduate-level training in cost-benefit analysis, econometrics, program evaluation, or meta-analysis.
- Work experience or formal training in public policy, economics, public health, Medicaid, criminal justice, or a related social or behavioral science.
- Work experience in a government setting or a consulting firm with government clients.

### **Essential Functions**

- Design and conduct primary research on major public policy topics to inform state decision makers.
- Analyze research articles for inclusion in meta-analyses, making sophisticated judgments about research design, outcome measures, and effect sizes.
- Write reports and present findings to legislative audiences.

### **Knowledge, Skills, and Abilities**

- Strong writing and communication skills to convey complex information to policymakers and lay audiences.
- Ability to work diplomatically, professionally, and in a nonpartisan manner.
- Knowledge of SAS, STATA, R or equivalent statistical analysis software

### **Conditions of Employment**

- Must provide proof of identity and employment eligibility within three days of beginning work.
- May be required to submit to a pre-employment background check.

## How to Apply

Please complete and submit all of the following application materials:

1. A **letter of application** (not to exceed 5 pages) that thoroughly describes how your qualifications, education, training, and work experience has prepared you to demonstrate the Minimum Qualifications, Desired Qualifications, and the Knowledge, Skills, and Abilities listed above.
2. A **resume** that includes a chronological work history that details your education, training and professional experience, including months and years in each position.
3. At least **three work-related references** including name, address, and telephone number. **Note:** By providing this information you are authorizing the college to contact your references
4. An **Affirmative Action Data Sheet** ([Word](#) | [PDF](#)) **Note:** This optional information will be separated from your application materials and kept confidential.

**Please carefully read the job bulletin and submit all requested items by the closing date of 3/4/2013 at 5 p.m. PST. (Note:** The college will be closed on 2/18/2013 in observance of Presidents' Day.) The committee in its screening of applicants will assume your abilities and experience include only those elements specifically documented within your application materials. By submitting a completed application for this position you are acknowledging that all of the information that you have submitted to apply for this job is true and complete to the best of your knowledge. You understand that The Evergreen State College may verify this information and that untruthful or misleading answers are cause for rejection of your application or dismissal if you are hired

The screening committee will conduct telephone interviews with semi-finalists for the position. Those selected for these interviews will be asked to submit two writing samples, including one that analyzes/interprets quantitative data. If invited for an in-person interview, you will be required to pay your travel expenses.

Materials may be submitted using any one of the following options:

- Email: [jobline@evergreen.edu](mailto:jobline@evergreen.edu) (please put 'WSIPP Research Associate' in subject line)
- Mail: The Evergreen State College  
Human Resource Services, Library Bldg Room 3102  
2700 Evergreen Parkway NW  
Olympia, WA 98505
- Fax: (360) 867-6823
- In person to The Evergreen State College Human Resource Services office, Library Building room 3102.

Application materials submitted to the College become property of the College and will not be returned.

To request disability accommodation in the application process, call the Human Resource Services Office at (360) 867-5361 (voice), or (360) 867-6834 (TTY) or email your request to [jobline@evergreen.edu](mailto:jobline@evergreen.edu).

***The Washington State Institute for Public Policy is committed to prohibiting discrimination and to building a diverse staff. We strongly encourage qualified persons of all races, ethnicities, and sexual orientations, people with disabilities, persons over forty, women, Vietnam Era and disabled veterans to apply.***