Research Analyst

Department: Mercyhurst Civic Institute
Location: Erie
Reports To: Director of Civic Institute
VP: Provost
Classification: Administrator

Duties and responsibilities:

• Oversee program evaluation processes, including:
  o Maintain positive working relationships with clients and their funders
  o Attend meetings as needed for project based processes
  o Design the evaluation based on contract's needs
  o Build the database for data collection and analysis
  o Design the data collection method
  o Enter submitted data
  o Analyze collected data
  o Compile analysis in reports as needed
  o Provide technical assistance to providers and funder based on collected data

• Develop grant proposals for internal projects as well as external clients, including:
  o Oversee grant administration and data collection
  o Write reports regarding grant data as needed
  o Provide technical assistance during grant cycle as needed

• Compose special reports based on requests/needs to community partners
• Assist in facilitating community boards and/or initiatives
• Seek and promote new community contacts and potential contracts
• Attend/present at conferences and/or regional meetings as necessary
• Make presentations to community partners
• General assistance with other Civic Institute contracts as needed

Education and Experience

Master's degree preferred. Program evaluation experience and statistical analysis background a plus. Experience with social service and government agencies preferred.
Knowledge, Skills, and Abilities

Advanced written/oral communication skills; computer skills including SPSS and advanced knowledge of Microsoft Excel and Word; understanding of research methods; ability to effectively present information and respond to questions; ability to organize and prioritize work assignments; team player with strong interpersonal skills; strong project management skills required.

Applicant must be able to work independently under limited supervision. Must be able to work effectively with contract clients; in addition, applicant may engage with faculty, staff, and the public.

Interested candidates should submit resumes/applications to:

Human Resources
Mercyhurst University
501 East 38th Street
Erie, PA 16546
hrinfo@mercyhurst.edu

Mercyhurst is an Equal Employment Opportunity Employer that encourages members of diverse groups to apply.