



Research Analyst

Department: Civic Institute
Status: Exempt, Full Time
Closes: Open until filled

Reports To: Director of the Civic Institute
Classification: Administrator

POSITION SUMMARY

The Research Analyst collects data and creates reports, researches and develops grant applications and conducts evaluations of programs based on the request of the Director.

DUTIES AND RESPONSIBILITIES

- Oversee program evaluation processes, including:
 - Maintain positive working relationships with clients and their funders
 - Attend meetings as needed for project based processes
 - Design evaluations based on contract's needs
 - Build databases for data collection and analysis
 - Enter submitted data
 - Analyze collected data
 - Compile analysis in reports
 - Provide technical assistance to providers and funder based on collected data
- Develop grant proposals for internal projects as well as external clients, including
 - Oversee grant administration and data collection
 - Write reports regarding grant data as needed
 - Provide technical assistance during grant cycle as needed
- Compose special reports based on requests/needs to community partners
- Assist in facilitating community committees 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

Program evaluation experience and statistical analysis background a plus. Experience with social service and government agencies preferred.



KNOWLEDGE/SKILLS

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.

APPLICATION PROCESS

Review of applications will begin immediately and continue until the position is filled or until date indicated above. Send cover letter, resume and 3 work-related references to:

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

Mercyhurst University values diversity and is committed to the goal of achieving equal opportunity for all. For that reason, Mercyhurst abides by federal, state, and local law in admissions, employment and all services and programs provided.

Mercyhurst does not unlawfully discriminate based on race, color, religion, creed, sex, citizenship status, ancestry, national or ethnic origin, age, familial status, sexual orientation, gender identity or expression, physical or mental disability, military or veteran status or any other legally protected characteristic or because of any individual's legally protected activities.

Mercyhurst complies with federal, state, and local legislation and regulations regarding nondiscrimination. This policy applies to faculty, administration and staff, applicants for employment, students and applicants for educational programs and activities.

Candidates must be currently eligible to work in the United States.