



Research Associate/Senior Research Associate Position Announcement

Location - San Francisco, California, USA

Seeking a Research Associate/Senior Research Associate for The Integrated Benefits Institute, a San-Francisco-based research organization focusing on workforce health and productivity management (<http://www.ibiweb.org/>). The Institute's work includes a wide variety of quantitative research studies, benchmarking/measurement tools and educational programs. The Research Associate is a vital position at IBI, engaging in analytic and research-related work across a wide range of issues. The Associate provides data management and analytic support for a variety of research projects including specialized analyses and reports related to IBI's ongoing research and measurement programs. Responsibilities include creating, managing, and analyzing large and complex data files, acquiring bulk data, and generating analyses and reports ranging from basic descriptive statistics to sophisticated analyses and reports involving complex data. Individuals must be highly motivated self-starters with the ability to solve data analysis problems independently as well as responsive to requests for analyses and technical support. The Associate is expected to acquire a basic understanding of the research topics and a thorough knowledge of the data involved. The Senior Research Associate is expected to develop and lead research projects. The Research Associate/Senior Research Associate reports to the Research Director of IBI.

Qualifications

Education - MA/MS in public health, statistics, operations research, quantitative social sciences, or related field required. PhD preferred for Senior Research Associate level.

Experience - Two to five years of research experience in health policy, health economics, employee benefits or a related field. Extensive experience in SAS and/or SPSS database and statistical programming and analyzing large administrative databases such as census or survey data, health claims, or federal databases.

Senior-level will be based on education and experience.

Required Skills

- Work closely with members of research team on design, execution and reporting related to research and measurement projects. Senior Research Associate is expected to develop and lead research projects.
- Handle bulk data acquisition and specialized analyses as part of measurement program, lead responsibility for self-reported data and report generation. Implement cleaning and control procedures for data quality, data transfer and client reporting.

- Participate in the development of research methods and analytic strategies. Must have basic statistical knowledge including ANOVA, logistic and multivariate regression, and chi-square procedures. Familiarity with time-series and multilevel (or nested) data structures is a plus.
- Excellent analytic and programming skills, strongly prefer SAS skills (SAS/BASE, MACRO, STAT; SAS certification desirable).
- Develop, maintain and analyze a variety of databases including large and complex data files.
- Extract, manipulate and manage data from internal and external datasets such as administrative claims, medical records, benchmarking and survey data.
- Summarize, interpret and report analysis results.
- Strong communication skills and exceptional problem-solving abilities required.
- Ability to communicate complex analysis results.
- Ability to work independently and equally as well as a member of a team.

Specialized Skills

In addition to required SAS and/or SPSS programming skills, familiarity with Microsoft Access, Excel, and web-based technology is preferred. Excel skills should include working with formulas and charts on interrelated worksheets within workbooks and creating and modifying macros.

Benefits - Full range of health, vacation and retirement benefits. Excellent work-life balance and flexibility in scheduling.

Contact

If interested, please send cover letter, resume and salary requirements to Kimberly Jinnett, PhD, Research Director at kjinnett@ibiweb.org

or mail to:

Research Associate/Senior Research Associate Position,
Integrated Benefits Institute,
595 Market Street, Suite 810,
San Francisco CA 94105 USA

Applicants must be legally allowed to work in U.S. Position open until filled