

POSITION OPENING

JOB TITLE: Assistant Research Analyst

REPORTS TO: Research Manager

TYPE: Entry Level; Full-Time

PRIMARY JOB FUNCTION: Provide support to D3 research staff by preparing questionnaires, monitoring the survey process, and analyzing quantitative and qualitative data.

JOB DUTIES AND RESPONSIBILITIES:

- Assist in routine project design, data collection, and analysis of quantitative and qualitative projects.
- Assist with basic questionnaire preparation, translation, sampling, and fieldwork.
- Prepare SPSS data files for analysis and delivery to clients. This may include merging single-country and/or multi-country synchronic or time-series surveys into a SAV file with comparable coding protocols across countries.
- Analyze and assist with the preparation of routine reports on the results of projects in a timely and concise manner.
- Prepare Field Quality Assessment Reports and file weekly status reports.
- May conduct background research on projects & countries.
- Assist other research staff with similar projects.

PHYSICAL REQUIREMENTS: *(Specifics of required lifting, carrying, and movement activities.)*

- Work remotely on a regular basis.
- Potential travel to high-risk locations such as Afghanistan, Haiti, and countries in Africa.

EXPERIENCE, KNOWLEDGE, AND SKILL REQUIREMENTS: *(Minimum requirements for the position.)*

- 0 to 1 year of related work experience.
- Good oral and written communication skills
- Good attention to detail, organizational and multi tasking skills.
- Must be flexible and able to adapt to changing priorities.
- Accomplished in operating a PC using Microsoft Office Suite and SPSS.
- Desirable: knowledge of a complex foreign language; media research experience.

EDUCATION AND TRAINING REQUIREMENTS: *(Minimum requirements for the position.)*

- Bachelor's degree.
- US Citizenship & ability to obtain a DoD security clearance.

TO APPLY: Email cover letter, resume, and brief writing sample to hr@d3systems.com on or before application closing date of May 4, 2012

CONTACT: Kristin Anderson, HR Coordinator

WEBSITE: www.d3systems.com