



Research Assistant

Greenwald & Associates has an opening for an entry-level Research Assistant. Assistants work under close supervision to manage the day-to-day activities associated with quantitative and qualitative research projects. Quality control and attention to detail are paramount in this role. Greenwald has a long history of growing its entry-level researchers into seasoned research directors.

Responsibilities

- Quality control, checking numbers and text in a variety of client deliverables and testing programming logic of online questionnaires
- Create graphs, charts and tables for research reports that display all relevant data in a visually compelling format
- Format and edit questionnaires, reports, and presentations
- Coordinate focus group and in-depth interview research projects, including writing screening questionnaires, liaising with focus group facilities and interview recruiters, and helping to organize qualitative data for analysis
- Provide regular updates to project directors and clients on project progress
- Code verbatim responses to open-ended questions and pull representative quotes to add value to reports
- Work with client sample/lists in Excel for the purposes of sending survey invitations or invitations to participate in qualitative research
- May assist with report writing, including writing slide headers and findings among sub-groups of the population
- Assist with other project work as needed

Competencies

- Acute attention to detail
- Ability to multi-task
- Team player
- Proactive communication
- Understanding of survey research methods and process

Desired Experience

- Bachelor's degree required
- College-level coursework in research methods and/or statistics strongly preferred
- Strong knowledge of PowerPoint graphics and formatting required
- Experience working with data in Excel and SPSS (or similar program) preferred

Please send cover letters and resumes to greghershberger@greenwaldresearch.com or call (202) 686-0300 for more information.