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Position Overview

The Research Assistant is an integral member of the International Methods team, supporting survey design, quality control and statistical analysis of primary and secondary data. The position offers a unique opportunity to gain knowledge and skills related to survey design, data analysis and project management through hands-on learning. The Research Assistant works closely with staff methodologists, as well as subject matter experts, to support research on topics ranging from economic well-being to political attitudes to religious affiliation to household composition and roles. The Research Assistant is involved in all aspects of the research process, including literature reviews, questionnaire development, data processing and management, statistical analysis, as well as reporting of results. Quality control is paramount for the Center, and the Research Assistant is responsible for number- and fact-checking data files, syntax, survey findings and reports. The Research Assistant reports directly to the Associate Director for International Research Methods.

- Support staff methodologists in advising substantive research teams on sample design, questionnaire review, data management, statistical weighting, substantive analysis and reporting of survey data
- Number- and fact-check data files, syntax, survey findings and reports
- Create and modify syntax used in sample design, quality control, data cleaning and statistical analysis
- Assist staff methodologists and substantive researchers with analysis of survey data, contact data, paradata and other auxiliary data
- Assist with the identification and vetting of statistical sources used in sample design, sample performance review and weighting procedures
- Support International Methods staff in their communications with contractors
- Conduct background research and literature reviews on developments in sample and questionnaire design, data collection methods and statistical analysis
- Contribute to independent International Methods projects, papers and presentations

- Strong quantitative skills
- Interest in expanding skills to cover new analytical tools and methods
- Interest in cross-national survey research focused on public opinion and social behavior
- Detail oriented with exacting standards to maintain accuracy and impartiality in all work products
- Ability to communicate research results clearly and accurately in both verbal and written form
- Ability to work well in a small-team setting

- Ability to manage and successfully complete multiple tasks and responsibilities simultaneously under tight deadlines

Education/Training/Experience

- B.A. degree in statistics, social sciences or related field required
- Formal training in quantitative analysis required
- Experience with SPSS, Excel, Stata, R, or other statistical software required
- Experience with applied statistical analysis, data management or survey research methods preferred

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