

<b>Job Title</b>	Research and Evaluation Assistant
<b>Employer/ Agency</b>	The Council on Recovery
<b>Job Description</b>	<p><b>Job Description: Summary:</b> The Research and Evaluation Assistant (REA) assists the Director of the Behavioral Health Institute with undertaking and managing a range of research and evaluation projects pertaining to the collaboration between The Council and The National Center for Substance Abuse and Addiction.</p> <p><b>RESPONSIBILITIES:</b> Manages project calendars and action plans ensuring that tasks, proposals and reports are completed and submitted on time; Assists with project meetings, including reserving space, writing agendas, putting packets together etc. ; Organizes emailing/ mailing of materials to project team members; Conducts literature searches for proposals and publications; Identifies, researches, &amp; organizes databases of measurement instruments, prevention; programs, and organizations involved in youth prevention and treatment; Formats survey and data collection instruments; Reviews and accepts or returns data submitted that is not complete; Enters data from surveys and interviews into SPSS, Excel, Word or Access files with a high degree of efficiency &amp; accuracy ; Organizes and maintains all research and evaluation project files, research participant records, &amp; research protocol information; as well as Write and evaluate research articles; organize and lead research writing teams.</p>
<b>Qualifications</b>	<p><b>QUALIFICATIONS:</b></p> <ul style="list-style-type: none"> <li>•Bachelor’s degree required; Master’s degree candidate preferred</li> <li>•Proficient computer skills in SPSSx, Microsoft Word, Excel, Access, Outlook and PowerPoint</li> <li>•Basic knowledge of grammar, spelling, punctuation and simple mathematical functions like percentages, ratios, and frequencies</li> <li>•Knowledge of APA 6th edition formatting</li> <li>•Minimum – 2 years of job-related experience</li> <li>•Working knowledge of prevention, intervention and treatment programs preferred</li> </ul> <p><b>SKILLS</b></p> <ul style="list-style-type: none"> <li>•Able to multiple-task and organize multiple projects simultaneously</li> <li>•Organizational, communication and time management skills</li> <li>•Ability to work independently and prioritize</li> <li>•Good decision making skills</li> </ul>
<b>Salary/Hours</b>	37.5 with some nights/weekends
<b>Employer/Agency</b>	The Council on Recovery
<b>Address</b>	P. O. Box 2768

<b>City, State, Zip</b>	Houston, TX 77252
<b>Contact Person</b>	Human Resources
<b>Fax Number</b>	281-200-9341
<b>Email Address</b>	HRDept@councilonrecovery.org
<b>Application Method</b>	Email or fax
<b>Opening Date</b>	4/12/2016

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at [mswjobs@central.uh.edu](mailto:mswjobs@central.uh.edu) with the hiring details of your new job opportunity. Thank you.