

<b>Job Title</b>	Research Associate
<b>Employer/ Agency</b>	COUNCIL ON SOCIAL WORK EDUCATION
<b>Job Description</b>	<p>The Research Associate supports the programmatic research initiatives for the Education Initiatives and Research department of the Education Division, which includes management and facilitation, design, development and execution of data collection and analysis. This position works closely with other internal and external stakeholders, including other CSWE research staff, on research projects and activities. This position also serves as a key liaison and point of contact on related research meetings and provides direct support in the development and dissemination of research materials and reports.</p> <p><b>ESSENTIAL DUTIES AND RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>• Participates in the development of research activities and projects for CSWE.</li> <li>• Has primarily responsibility for updating and launching the Annual Survey of Social Work Programs.</li> <li>• Works collaboratively with key internal and external stakeholders to manage, design, and implement research projects and initiatives.</li> <li>• Develops, recommends, and utilizes research tools, including survey instruments, for projects.</li> <li>• Monitors, gathers and analyzes data through a variety of methods.</li> <li>• Recommends best means for dissemination and develops reports and summaries of research findings for presentation and/or publication, including reports, briefs, presentations, and infographics in print and online</li> <li>• Supports CSWE commissions, councils, and Board of Directors and the related research programs and initiatives; makes presentations at meetings as needed</li> <li>• Uses online data, publications, studies and other sources to provide resources to CSWE members</li> <li>• Researches grant and funding opportunities appropriate for CSWE and CSWE members.</li> <li>• Prepares grant and funding applications/proposals related to CSWE initiatives.</li> <li>• Develops content for research meetings and workshops.</li> <li>• Prepares written materials and reports.</li> <li>• Other duties as assigned.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Masters degree and 3 years of related work experience. (MSW preferred)</li> <li>• Research and analytical experience</li> <li>• Experienced at conducting both qualitative and quantitative research and developing instruments</li> </ul>

	<ul style="list-style-type: none"> <li>• Must have excellent interpersonal skills to handle sensitive and confidential research data; position requires demonstrated poise, tact and diplomacy</li> <li>• Excellent attention to detail and accuracy.</li> <li>• Ability to handle multiple projects simultaneously.</li> <li>• Strong communication skills.</li> <li>• Analytical ability is required in order to gather and summarize research data for reports and provide solutions to various research initiatives</li> <li>• Must be able to work independently</li> <li>• IT Skills: Statistical software experience, SPSS highly preferred and proficiency with Microsoft Office Suite applications (Word, Excel, Access, PowerPoint), experience with an online survey system (e.g., Qualtrics, Zarca, Survey Monkey) and with software/online systems for creating graphical display of information</li> <li>• Demonstrated and working knowledge about research programs for a nonprofit helpful.</li> <li>• Ability to travel 1-2 times per year</li> </ul>
<b>Salary/Hours</b>	Exempt
<b>Employer/Agency</b>	COUNCIL ON SOCIAL WORK EDUCATION
<b>Address</b>	
<b>City, State, Zip</b>	
<b>Contact Person</b>	
<b>Contact Title</b>	
<b>Telephone Number</b>	Phone calls accepted at +1.703.519.2055
<b>Fax Number</b>	FAX: +1.703.683.8099
<b>Email Address</b>	<a href="mailto:jobs@cswe.org">jobs@cswe.org</a>
<b>Application Method</b>	To apply for these career opportunities at CSWE, please submit a cover letter of interest, resume, and salary requirements to Human Resources, CSWE, 1701 Duke Street, Suite 200, Alexandria, VA 22314, FAX: +1.703.683.8099 or <a href="mailto:jobs@cswe.org">jobs@cswe.org</a> .
<b>Opening Date</b>	

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 [mawjobs@central.uh.edu](mailto:mawjobs@central.uh.edu) with the hiring details of your new job opportunity. Thank you.

UNIVERSITY of **HOUSTON**  
GRADUATE COLLEGE of SOCIAL WORK