

Position Announcement

RESEARCH ASSOCIATE

Hezel Associates, LLC, (www.hezel.com), a Syracuse-based research and evaluation firm specializing in education is looking for a Research Associate. In this role, the successful candidate will design and conduct complex primary and secondary research, apply advance research methods to collect and analyze both qualitative and quantitative data, lead new business development efforts, and provide professional development and coaching to less-experienced staff. The successful candidate will also work directly with clients and funders in state agencies, schools/districts, innovation and content development areas, foundations, and universities.

Responsibilities:

- Manage and lead day-to-day operations of multiple projects using standard project management tools and strategies
- Serve as the primary contact person for project-related client communications
- Delegate project work and provide technical supervision to research staff
- Design, conduct, and guide complex primary and secondary research, including quantitative, qualitative, and mixed methods
- Develop and validate instruments (e.g., questionnaires, interview protocols, observation protocols)
- Apply advanced research methods to collect and analyze quantitative and qualitative data
- Manage the protection of participants in evaluation and research studies
- Synthesize, report, and interpret findings and make research-based recommendations
- Provide training and technical supervision to less experienced staff
- Contribute to written articles, research briefs, final reports, presentations, and other informational needs of the client and their constituencies, following company-wide quality assurance guidelines
- Lead new business development efforts by independently completing proposal development tasks and generating business through nurturing existing client relationships and soliciting new clients
- Contribute to establishment of new or revised tools, policies, and/or methods
- Provide professional development and coaching to research staff in topics related to field of specialization
- Establish an industry presence as a subject-matter and/or technical expert by collaborating on publications for industry-recognized and/or peer-reviewed journals and/or by presenting at national conferences and meetings
- Review instruments, data collection methods, analyses, and reports and provide technical guidance to less senior staff
- Supervise junior staff by providing new employee orientation, managing employee work schedules, and conducting employee evaluations

Required Qualifications:

- At least 7 years of experience with a master's degree or the equivalent combination of education and experience; or
- At least 4 years of experience with a doctorate or the equivalent combination of education and experience
- Preferred fields of study: research, education, higher education, sociology, psychology, social research, instructional design, evaluation, public administration, policy studies, or a related field
- Demonstrated expertise in research methods (quantitative emphasis preferred), business development, client relationship management, project management, and budget administration
- Ability to manage multiple projects, tasks, and teams concurrently
- Ability to work independently with minimal supervision and in a team environment
- Strong writing, analytical, critical thinking, and problem-solving skills
- Exceptional organizational, interpersonal, and collaborative skills
- Proficiency with Microsoft Word, Excel, and PowerPoint; Stata; and online survey software
- Willingness to travel within the United States for data-collection visits, project and client meetings, and conferences
- Valid driver's license and reliable transportation

Hezel Associates' principal office is located in Syracuse, NY, and the successful candidate will be expected to work in that location. Travel may be required as candidate will represent Hezel Associates in conference presentations, client meetings, and other meetings outside of Central New York. Hezel Associates offers a comprehensive benefits package including vacation, health and dental insurance, employer contribution for retirement, and professional development. Salary is commensurate with experience.

Interested applicants are asked to submit a current résumé and cover letter to:

hezel@hezel.com

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