Department/School: School of Social Work  
Program Location: Mc Guinn Hall  
Compensation: $15-$25 per hour (dependent on experience)  
Hours per week: 20 hours  
Position start and end date: August, 2019 to May, 2020 (it can also be extended to summer 2020)  
Description: The Associate Dean for Research in the School of Social Work, Dr. Kirsten Davison, seeks to hire a graduate research assistant to serve as the data manager for a funded research study. Funded by the National Institutes of Health, the study evaluates an obesity prevention program implemented in Head Start centers throughout the greater Boston area.

Responsibilities:
This position will report directly to Dr. Davison. Primary responsibilities include the following:
• Overseeing the receipt and preparation of large administrative data sets from Head Start for data analysis
• Implement and manage online surveys distributed to Head Start parents and staff
• Calculate summary statistics and conduct preliminary data analyses for the intervention
• Assist research assistants with data analysis
• Supervise undergraduate research assistants completing data entry
• Coordinate onsite data collection activities at Head Start centers
• Work collaboratively with research team members (project manager, undergraduate, graduate and postdoctoral students, Head Start project staff)
• Participate in research team and investigator meetings
• Ensure compliance with data security standards
• Participate in manuscript writing (if interested)

Expected Experience/Qualifications
The successful candidate will be a graduate student with experience managing data for research/quality improvement. Exceptional organizational skills and attention to detail are required. Two or more years of experience analyzing large quantitative data sets and experience with SAS are preferred.

Application instructions: Please email applications to Dr. Davison (kirsten.davison@bc.edu). Include a copy of your CV and a brief cover letter summarizing your qualifications for the position. Review of applications will begin immediately.