Research Analyst II

We are seeking a Research Analyst II to support the research activities of Dr. Jim Zhang. Under Dr. Zhang’s supervision, the person to be recruited is responsible for assisting in the coordination and implementation of highly specialized research studies on quantifying human exposures to environmental contaminants and identifying adverse health effects associated with pollutant exposure. Duties include, but are not limited to, the following

Provide day-to-day management of program projects and/or center grants. Lead, coordinate, and perform a variety of complex independent and team activities involved in the collection, analysis, documentation and interpretation of social, economic or health related information.

Coordinate the development of forms, questionnaires and the application of qualitative and quantitative research techniques; write procedures manuals for data collection and coding.

Evaluate and interpret collected data, including simple data analysis, and prepare oral presentations or written reports and analyses setting forth progress, adverse trends and appropriate recommendations or conclusions. Conduct literature reviews as appropriate.

Assist with the preparation of materials to be submitted to Institutional Review Boards (IRB) for projects involving human subjects. Participate in the monitoring of IRB protocols.

Establish work procedures; select sources of information and specific data; set up interviews with appropriate authorities or subjects and prepare correspondence to locate the specific data required.

Confer with principal investigator in developing plans for research projects and to discuss the interpretation of results and the preparation of manuscripts for publication. Assist PI in preparing and submitting grant proposals.

Train lower level personnel and peers in research methodology. Supervise the work of lower level employees engaged in the collection and tabulation of data.

Perform other related duties incidental to the work described herein.

Education

Work requires a Bachelor's degree in a field related to the specific position. A Master's degree is strongly preferred.
Experience

Work requires five years of experience in research/data analysis or related position. A related master's degree may offset required years of experience on a 1:1 basis, e.g. a two year master's degree in lieu two years of experience OR AN EQUIVALENT COMBINATION OF RELEVANT EDUCATION AND/OR EXPERIENCE.

The candidate must have experience or high familiarity with spreadsheets and certain statistical software (e.g., SAS, R or SPSS). The candidate must possess excellent oral and written communication skills.

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