

03/27/2019

Research Associate, UAS 1588
Pat Brown Institute for Public Affairs

Salary Range: \$3,101 - \$5,454 monthly

Work Schedule: This is a full-time one-year appointment with opportunity for extension, subject to funding, non-exempt position. This position is eligible for benefits.

Organization Description: The Pat Brown Institute for Public Affairs at Cal State LA is a nonpartisan, presidentially chartered institute dedicated to the quest for social justice and equality of opportunity, enlightened civic engagement, and an enhanced quality of life for all Californians. Former California Governor Pat Brown brought the Institute to Cal State LA in 1987. Today, the Institute seeks to sustain the vision and legacy of Governor Brown by promoting civic and community engagement; helping to advance an inclusive public policy; connecting with and energizing the Next Generation; and serving as a thought leader on vital issues for the region and the state. Its current programs include: Southeast Los Angeles (SELA) Initiative, Civic U©, polling, candidate debates, and community-based research.

Essential Functions: Under the general direction of the Associate Director of Pat Brown Institute, and direct supervision of the Public Policy Analyst, the incumbent is responsible for administering research on a variety of programs. The incumbent will conduct quantitative and, as appropriate, qualitative research which will involve gathering, compiling, and analyzing data; conduct research for a variety of Institute projects including a survey of residents in geographic areas, civic engagement polling projects, and new academic research projects; prepare data for presentation in graphic, tabular, pictorial, and written form; write analytical reports and descriptive summaries; and assist with planning research program events, summits and polling releases.

Requirements: Bachelor's degree from an accredited four-year college or university. The incumbent must have two years of research experience, related to the duties and responsibilities of the position (years of relevant education at the upper-division or graduate-level may be used to fulfill this requirement). The incumbent must have experience with geographic information system (GIS) and geospatial data, data visualization tools, and statistical analysis software such as Stata or SPSS. The incumbent must be a team player, creative, enthusiastic, outgoing, reliable, and cooperative. The incumbent must have the ability to: take initiative and learn new skills and concepts; travel to assigned locations in the local community as needed; work with sensitive and confidential materials; produce highly readable, informative reports for a variety of audiences; and work well with co-workers, community representatives and stakeholders. The incumbent must also demonstrate an interest and or

ability in working in a multicultural/multiethnic environment. Fingerprinting will be taken and checked by the California Department of Justice and the FBI. The incumbent may be responsible for the fingerprinting processing fee. A completed UAS employment application is required.

Desired Qualifications: A Master's degree in Political Science, Public Administration, Public Policy or a related field. Strong working knowledge and experience in community-based research. Extensive experience with in-depth analysis.

Review of applications/resumes will begin April 3, 2019 and will continue until the position is filled; however, the position may close when an adequate number of qualified applications are received. You may apply to: uashr@cslanet.calstatela.edu or mail to: Cal State LA University Auxiliary Services Inc., 5151 State University Drive, GE 310, Los Angeles, CA 90032-8534

UAS hires only those individuals lawfully authorized to work in the United States. Americans with Disabilities (ADA) requested accommodations should be made in advance to the UAS Human Resources Department. UAS is an Affirmative Action/Equal Opportunity Employer.

http://www.calstatela.edu/sites/default/files/groups/University%20Auxiliary%20Services%20C%20Inc./HRM/employment_application.pdf