



JOB OPENING
Full-time / Part-time Research Assistant Position

LeCroy & Milligan Associates, Inc., provides consultation in designing and conducting research, evaluation and training in human services. LeCroy & Milligan Associates is based in Tucson, Arizona, and invites applications for a full-time or part-time research assistant position(s). This is an excellent opportunity to join a dynamic team focused on state-of-the-art approaches to applied research and program evaluation.

Position Description: The person in this position will be responsible for providing technical support to Evaluation Associates working on multiple local, statewide, or national program evaluation projects.

Responsibilities:

- Source and compile data from secondary sources;
- Develop synthesized literature reviews;
- Create tables and graphs based on compiled data;
- Assist with completing technical report narratives, apply infographics with findings;
- Assist with data collection activities such as interviewing; often requiring state-wide travel.
- Assist in creating, maintaining data bases and cleaning data to insure data quality; and
- Other tasks related to assisting with disseminating findings to clients.

Qualifications:

- At least a BA/BS degree in social sciences, education, social work, public health or related field;
- Proficiency in conducting literature reviews and locating sources of secondary data;
- Proficiency in graphically presenting secondary data;
- High level of proficiency with use of Excel, Word and Powerpoint type software;
- Excellent written and oral communication skills; and
- Ability to work in a self-directed manner while keeping to project deadlines.
- Applicants are required to have a Level One Fingerprint Clearance Card OR be eligible to apply and pass fingerprint clearance.
- Applicants are required to have a valid driver's license and an insured and reliable means of transportation.

Salary DOE, excellent benefit package includes health, dental, retirement, PST / PTO.

Please send a cover letter and preference for full or part time position with resume to:

LeCroy & Milligan Associates, Inc.
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