



JOB ANNOUNCEMENT

Title: RESEARCH ASSOCIATE
Reports To: Project Director

Position Overview

Under the day-to-day direction of a Project Director, the Research Associate (RA) plays a vital role in conducting research; producing detailed notes from interviews and Panel meetings; developing materials for Panel meetings and client deliverables; organizing Panel meetings and preparing and distributing Panel meeting materials.

Essential duties and responsibilities include but not limited to the following:

- **Research, Writing and Graphics.** The Research Associate is responsible for performing research and developing materials, charts, graphs, summaries, and reports for inclusion in study team work products.
- **Deliverable and Document Production.** The Research Associate is responsible for supporting the development of high-quality study team documents, including editing and formatting and maintaining version control.
- **Interviews and Meetings.** The Research Associate is responsible for supporting the scheduling of interviews and meetings, and producing, editing, and finalizing interview and meeting notes.
- **Budget.** The Research Associate is responsible for tracking study team hours and maintaining project budget records, ordering necessary items for Panel meetings and any other project-related activities, and processing reimbursement and check requests.
- **Recordkeeping and Organization.** The Research Associate is responsible for providing administrative support for the project; helping to keep the study team organized, productive, and on schedule; and ensuring that the study team's files are organized appropriately and accessible to the team.

Knowledge, Skills and Abilities:

- Ability to prioritize responsibilities related to multiple projects and assigned tasks
- Strong interpersonal, communications, and time management skills

- Ability to self-motivate, take initiative and work within a team structure
- Demonstrate high quality integrity in all aspects of job performance and exercise discretion with regard to sensitive materials or matters.
- Ability to follow a problem through to its successful resolution
- Proficient in MS Office and SharePoint
- Ability to use and operate member management systems
- Attentive to details
- Strong recordkeeping, deliverables/document production skills
- Must be flexible to adapt to the ever-changing needs of the organization

Education and Required Work Experience

- College degree required, MPA preferred (graduate students may apply)
- Experience working in or with the public sector is desirable

The National Academy of Public Administration is an Equal Opportunity Employer