

Job Title: Survey Research Director, Columbia University

Basic Function: The Survey Research Director will have responsibility for assisting in the oversight of research activities related to the Robin Hood Foundation funded project “A Robin Hood Poverty Standard”. The person in this position will work closely with the Principal Investigator and senior investigator at the Columbia Population Research Center, in the design and implementation of in-person, phone, and internet surveys. THIS IS A GRANT-FUNDED, TWO-YEAR POSITION. APPOINTMENT RENEWAL IS CONTINGENT UPON FUNDING

Characteristic Duties and Responsibilities:

The initial phase of the project will be to test different approaches to sampling, recruiting, and retaining survey subjects in New York City. The survey director will be responsible for: (1) overseeing the development of a questionnaire focused on economic well-being (based on guidelines provided by the research team), (2) designing and implementing surveys, including hiring and supervising field staff for phone, in-person, and internet surveys, and (3) producing reports synthesizing findings.

The survey director will:

1. Hire, and train field staff and oversee all fieldwork
2. Coordinate and implement pilot surveys conducted in-person, via phone and online
3. Supervise analysis of survey results together with PI & Senior Investigator
4. Assist with writing an annual report on poverty and hardship
5. Design survey questionnaires for each mode
6. Produce briefs on best practices in for surveying hard to reach populations
7. Prepare reports for advisory board and funders and attend board meetings
8. Prepare IRB submissions and modifications

Salary Range: Commensurate with experience

Supervision Received:

Supervision is provided by the Principal Investigator and Senior Investigator. However, incumbent must be trained and experienced in survey research and able to work independently.

Responsibility for Budget/Assets: Assist grant administrator in keeping records of survey-related expenses.

Minimum Qualifications:

(Applicant **MUST** meet these minimum qualifications to be considered an applicant:)

- Minimum of Bachelors Degree and 5+ years related experience
- 4+ years experience in implementing **survey** research, including designing questionnaires, sampling, and fielding in-person, phone, and internet surveys.

Preferred Qualifications:

- Masters Degree in social sciences preferred
- Because the person in this role will oversee all field staff, this individual should have experience in and be comfortable with hiring and training field staff
- Strong preference for candidate with demonstrated quantitative survey management and data processing skills gained from at least 2 years of work experience in survey research and be conversant with weighting, statistical techniques, survey methodologies, and analytical packages like STATA.
- Strong preference for a candidate with experience conducting surveys in New York City, or comparable urban environment
- Excellent oral and written communication skills including the ability to give clear and concise presentations of complex material
- Ability to work well both independently and as part of a team
- Because the person in this role will work directly with advisory board as well as administrative and field staff, this individual must have excellent interpersonal skills and be able to communicate effectively with all levels of personnel
- Demonstrated ability to establish priorities, work independently, and meet deadlines without needing close day-to-day supervision
- Sharp attention to detail and high personal standards for quality and thoroughness