**Research Associate – *Carolina Demography* Unit Manager**

**Position Summary:**

This person will provide direction and oversight to the newly formed *Carolina Demography* unit at the Carolina Population Center (CPC, www.cpc.unc.edu). This will be a leadership position that reports within the Center’s Research Services.

The program, *Carolina Demography*, will translate demographic knowledge into specific usable information to understand the implications of demographic change and to more fully inform decision making, planning, and program evaluation throughout North Carolina. When fully operational, *Carolina Demography* will consist of a small number of professionally trained and experienced demographic specialists at CPC who will provide demographic assistance to various governmental and private entities in North Carolina, including local governmental agencies, educational institutions, businesses, tribal units and the media. This person will solicit, manage, and oversee the performance of this work and will contribute to its design and execution.

The unit manager will join a research team with a wide scope of demographic research and application. This person will work closely with CPC Faculty Fellow advisors and will be responsible for the overall functioning and coordination of the *Carolina Demography* outreach, presentations, and analytical activities. The person will be responsible for developing and recommending specific program goals, objectives, and operations within the broader mission of the unit.

This person will monitor and control project workflow, timelines, and budgets. S/he will work with and coordinate the activities of unit staff and external consultants. S/he will also serve as the primary liaison with contracting organizations and with CPC accounting and human resource managers.

**Principal functions:**

10% Market the *Carolina Demography* program to potential clients throughout the state of North Carolina (and potentially neighboring states) with a goal of creating a sufficient client base to support the unit. Develop and maintain relationships with appropriate agencies in North Carolina including the State Data Center, State Demographer’s Office and other units and programs in the state to enhance demographic understanding and information delivery, develop and share data, methods and models, and encourage cooperative and efficient partnering.

30% Develop and supervise large projects within the *Carolina Demography* unit. Propose proven or innovative approaches to project design to meet client needs; meet and negotiate with clients about potential projects; determine data requirements and sources; decide on and deploy appropriate methods for analysis and reporting; design presentation approaches (style, organization, details) to best fit client needs; develop, review, disseminate and interpret analytical outcomes and programmatic implications.

10% Serve as a demographic methods expert, particularly in the areas of small area population estimates and projections and demographic data analysis. Provide guidance to others in the unit in implementing standard demographic methods. Modify existing methods or create new ones to address specific methodological applications.

20% Carry out technical research and statistical work involving the assessment of demographic and socioeconomic patterns and population trends. Address questions of demographic concern involving needs assessment, program planning and targeting, and alternative policy formulations. Provide knowledge-based consulting regarding conditions or factors affecting North Carolina growth and development.

15% Provide data, analytical and outreach support to CPC Faculty Fellows, staff, and students and their research projects as well as clientele of the *Carolina Demography*. Represent the unit at national, regional, and local demography-related meetings and workshops, interest groups; participate by offering talks and presentations.

10% Compile, analyze and disseminate census and related federal, state and local data, including the American Community Survey and other survey and administrative records sources. Prepare written analytical reports, briefs, presentations, and web articles on current demographic or population topics for lay audiences, state and local agencies, and professional colleagues and collaborators.

5% Assist in the training, support, and supervision of staff or student interns.

**Qualifications:**

A master's degree from an accredited institution in demography, sociology, or another related social science or public health area is required. A Ph.D. in one of these fields is desirable.

The applicant must have extensive professional experience in the field of applied demography, including expertise in small area population estimates and projections, as well as facility with the means of presenting demographic data for non-professional audiences, including such devices as effective graphics, population pyramids and web-based applications. The position requires knowledge of demographic and other socioeconomic data, research methods and techniques, interpreting data for non-professionals, project management, budgeting and planning, and a strong customer service orientation. The applicant must have graduate-level training or professional experience in social statistics and data analysis. Experience with social science statistical analysis packages such as Stata, SAS, or R is required. Experience with GIS and spatial data analysis is preferred.

A minimum of two years' experience managing or directing a complex research project is desirable, preferably within a university setting. Candidate must be able to develop implementation plans for research and technical activities, write clearly, and coordinate activities among a variety of projects. S/he must have outstanding communications and interpersonal skills to work with a variety of contract organizations. S/he must have organizational and management skills including experience supervising and training personnel. S/he must be motivated and take initiative. S/he must be able to develop project goals and procedures, timelines and budgets, anticipate and solve problems, prioritize competing demands, and work independently. A demonstrated ability to work and collaborate within and across large organizations is essential.

**Salary range:** $65,000-$80,000

**Applications instructions:**

Please apply on-line at: <http://unc.peopleadmin.com/postings/13688>. Women and minorities are encouraged to apply. Inquiries may be directed to connie\_padgett@unc.edu.

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