Position Announcement

Research Analyst (111532)
Exempt Staff, Full Time

The Center for Information and Research on Civic Learning and Engagement (CIRCLE) is a research center based at the University of Maryland School of Public Policy that studies youth civic engagement in the United States. CIRCLE is seeking an analyst to conduct research, perform data analysis, summarize results, and help produce a quarterly newsletter.

Responsibilities include: under the direction of the Research Director and other senior staff, conducting and coordinating quantitative and qualitative research for CIRCLE’s in-house research program; writing articles for a quarterly newsletter about CIRCLE research; coordinating the layout and printing of the newsletter; writing summaries of funded projects for the CIRCLE website and email update; editing and formatting CIRCLE’s working papers; answering queries from the general public, reporters, policy makers and academics; and helping to select and then manage CIRCLE’s research grantees.

Requirements: master’s degree preferred. Bachelor’s degree required, preferably in a social science field. Three or more years of professional experience desired. Strong quantitative research skills required, including a good working knowledge of at least one statistical package, such as STATA, SAS, or SPSS and familiarity with large datasets. Good writing skills required. Computer graphic skills and interest in the topic of youth civic engagement are desirable.

Start date: October 1, 2005.

Compensation: commensurate with experience and skill; health insurance; vacation, and other university benefits.

Applications: Applications including a) current resume b) writing sample and c) names, complete addresses and phone numbers of three references should be sent to: Demetria Sapienza, CIRCLE, School of Public Policy, 2101 Van Munching Hall, University of Maryland, College Park, MD 20742. FAX: (301) 314-1900 EMAIL: dsapienz@umd.edu For best consideration, apply by September 9, 2005. No phone calls please.

CIRCLE (www.civicyouth.org) was founded in 2001 to promote research on civic engagement and disengagement among Americans between the ages of 15-25. CIRCLE is the premier source of information—facts, trends, assessments, and practices—related to youth civic engagement. CIRCLE both conducts research in-house and makes grants to others to study this topic. CIRCLE is strictly a research organization that does not engage in practice. CIRCLE is non-partisan, independent, and known for the rigor of its research. Staff of CIRCLE disseminate widely the results of research to policy makers, practitioners, journalists, and other interested scholars in various disciplines. CIRCLE has been funded by The Pew Charitable Trusts, Carnegie Corporation of New York, and other donors.