



	<ul style="list-style-type: none"> <li>• Serve as a reviewer for PPC initiated funding opportunities.</li> </ul>
<b>Human Resources / Supervision</b>	<ul style="list-style-type: none"> <li>• Mentor undergraduate and/or graduate students.</li> <li>• May provide functional and/ or administrative supervision for staff.</li> <li>• Provide direction, assignments, feedback, coaching and counseling to assure outcomes are achieved.</li> </ul>

### Universal Competencies

<b>Collaboration/Positive Impact</b>	Ability to work with a variety of individuals and groups in a constructive and civil manner and utilize existing resources and learning to achieve or exceed desired outcomes of current and future organizational goals/needs.
<b>Diversity, Equity and Inclusion</b>	Ability to work with a variety of individuals and groups in a constructive and respectful manner while appreciating the unique contribution of an inclusive workforce that brings together the talents of people across multiple identities, including: race, creed, color, religion, national origins, age, sex, pregnancy, disability, veteran or military status, sexual orientation, gender identity, or associational preferences.
<b>Service Excellence/Customer Focus</b>	Ability to meet or exceed customer service needs and expectations and provide excellent service in a direct or indirect manner. Ability to effectively transmit and interpret information through appropriate communication with internal and external customers.

### Technical Competencies

<b>Quantitative Research</b> (Expert/Leader)	<ul style="list-style-type: none"> <li>• Demonstrates broad experience in use of quantitative tools and techniques in diverse scenarios.</li> <li>• Helps decision-makers to properly interpret quantitative findings.</li> <li>• Establishes rigorous standards for the application and interpretation of quantitative research data.</li> <li>• Analyzes discrepancies arising from application of multiple quantitative tools to same situation.</li> <li>• Stays abreast of emerging quantitative research tools and techniques.</li> </ul>
<b>Research Analysis</b> (Expert/Leader)	<ul style="list-style-type: none"> <li>• Mentors others in research analysis for a range of situations.</li> <li>• Plays leadership role in producing research results within the organization.</li> <li>• Maintains and enhances current research analysis regulations and procedures.</li> <li>• Promotes an organization's research analysis performance and validity.</li> <li>• Develops and shapes new research analysis methodologies and technologies.</li> <li>• Predicts future trends and directions of research analysis.</li> </ul>
<b>Research Documentation</b> (Extensive)	<ul style="list-style-type: none"> <li>• Designs, writes and publishes numerous research documents on diverse topics.</li> <li>• Determines which types of graphs and charts to use to best communicate research findings.</li> <li>• Edits and revises research documents written by others.</li> <li>• Guides others on the proper method for citing, footnoting and documenting other researchers' work.</li> </ul>
<b>Research Ethics / Compliance</b> (Extensive)	<ul style="list-style-type: none"> <li>• Deals with a variety of potential ethical/compliance conflicts in various research situations.</li> <li>• Participates in investigating, documenting, and addressing allegedly unethical, non-compliant behavior.</li> <li>• Monitors and controls specific ethical/compliance issues such as proper consent, accurate recruitment materials, etc.</li> <li>• Responds to specific ethical/compliance issues such as improper consent, etc.</li> <li>• Uses local, state, and federal legislation and guidelines for managing research conduct.</li> <li>• Participates in developing policies and procedures for research based upon laws, organizational policies, and funding guidelines.</li> </ul>

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

As part of performing the key areas of responsibility and competencies described above, staff members are expected to meet reasonable standards of work quality and quantity, as well as expectations for attendance established by their supervisor. Staff members are also expected to comply with policies governing employee responsibilities and conduct, including those contained in the [University Operations Manual](#).

**Proficiency levels are defined as:**

**Basic Application** - Uses basic understanding of the field to perform job duties; may need some guidance on job duties; applies learning to recommend options to address unusual situations.

**Working Experience** - Successfully completes diverse tasks of the job; applies and enhances knowledge and skill in both usual and unusual issues; needs minimal guidance in addressing unusual situations.

**Extensive Experience** - Performs without assistance; recognized as a resource to others; able to translate complex nuances to others; able to improve processes; focus on broad issues.

**Expert/Leader** - Seen as an expert and/or leader; guides, troubleshoots; has strategic focus; applies knowledge and skill across or in leading multiple projects/orgs; demonstrates knowledge of trends in field; leads in developing new processes.

**Position Qualifications**

Education Required	A PhD in health services research, public health, behavioral health, or other social science discipline, or related field is required.
Required Qualification	<ul style="list-style-type: none"> <li>• Required 3 years of experience.</li> <li>• Extensive knowledge and experience in SPSS, SAS, STATA, or R</li> <li>• Survey design and weighting experience or training.</li> <li>• Demonstrated ability to promote collaborative teamwork, creativity, and open communication with diverse constituencies.</li> </ul>
Highly Desirable Qualification	<ul style="list-style-type: none"> <li>• Experience preparing Institutional Review Board applications and recruitment materials.</li> <li>• Previous experience leading a survey/interview project.</li> <li>• Demonstrated use of weighting techniques.</li> </ul>
Desirable Qualification	<ul style="list-style-type: none"> <li>• Published manuscript involving survey research methods.</li> </ul>

See requisition # 21002685 at <https://jobs.uiowa.edu>  
Applicable background checks will be conducted.

The University of Iowa is an equal opportunity/affirmative action employer. All qualified applicants are encouraged to apply and will receive consideration for employment free from discrimination on the basis of race, creed, color, national origin, age, sex, pregnancy, sexual orientation, gender identity, genetic information, religion, associational preference, status as a qualified individual with a disability, or status as a protected veteran.