



## THE INSTITUTE FOR HEALTH, SOCIAL, AND COMMUNITY RESEARCH CENTER FOR SURVEY RESEARCH (CSR)

**POSITION TITLE:** DIRECTOR, Center for Survey Research (Full-Time)

### **PURPOSE OF THE CENTER FOR SURVEY RESEARCH:**

The purpose of the Center for Survey Research is to support research activities by conducting telephone surveys, mail surveys, opinion polls, questionnaire design and analysis. The Center will document issues such as public health, minority health, and other issues of concern to the community at large and research investigators in The Institute for Health, Social, and Community Research based at Shaw University. The CSR was developed from a Core of the Carolina-Shaw Partnership for the Elimination of Health Disparities grant funded by the National Center on Minority Health and Health Disparities in 2002.

### **PURPOSE OF POSITION:**

The CSR Director will ensure that the CSR functions as a resource to the IHSCR for completing all surveys and questionnaires for studies and contracts implemented by the IHSCR. This position will ensure that all functions are completed in a thorough and timely manner.

### **DESCRIPTION OF RESPONSIBILITIES:**

- Provide leadership and oversight of all CSR activities to assure high quality performance.
- Monitor and assure completion of all survey operations performed by CSR including data collection, data entry, and preparation of data for reports for IHSCR projects as needed.
- Supervise and coordinate tasks for all center staff consistent with needs of IHSCR projects.
- Merge, edit, modify, clean files for data analysis and reports.
- Perform programming and analysis tasks using Excel, Access, and other software as appropriate.
- Conduct surveys using WinCATI application.
- Program questionnaires using Ci3 and/or Sensus.
- Maintain communication with IHSCR Administrative Team as needed.
- Submit written reports about CSR activities as needed for progress reports and IHSCR meetings.
- Coordinate with IHSCR Assistant Director regarding scheduling and resource needs of the CSR.
- Participate in the IHSCR, IT Committee to ensure CSR needs are properly addressed.
- Market the Center for Survey Research locally and nationally.
- Monitor expenditures of effort by staff to assure that projects resources are expended efficiently.
- Lead the development of proposal components related to survey and questionnaire design.
- Solicit and acquire contracts for the center.
- Interact with clients to ensure that their project needs are met.
- Plan and implement data analysis for studies as needed.
- Perform questionnaire design and analysis as needed.

### **SUPERVISION:**

The CSR Director will report to Daniel L. Howard, PhD, Director, The Institute for Health, Social, and Community Research and Professor of Health Policy.

### **QUALIFICATIONS:**

Minimum requirements include a Master's degree with extensive experience in survey design and implementation in a research setting. Strong skills in project management required. Thorough knowledge of the principles and processes of survey methodology required including WinCATI application. Experience with SAS, SUDAAN, Access, and Excel is preferred. Strong written and verbal communication skills are necessary. Must be able to function effectively in a team environment.

### **WORK SCHEDULE:**

8:00 a.m. – 5:00 p.m., Monday – Friday, Overtime is occasionally required.

For more information about the Center for Survey Research visit <http://www.ihscr.org/csr>.

