

## RESEARCH ASSISTANT

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### **SUMMARY OF POSITION:**

Support the Research Director and Research Analyst on survey and data analysis projects on topics of importance to the apartment industry. Contribute to the production of accurate, timely, and high-quality products and services, typically working on multiple projects with all levels of staff.

### **PRINCIPAL ACCOUNTABILITIES:**

- Assist in the development of survey instruments that deliver actionable content to members. Write survey questions that are logically consistent to generate pertinent information in an efficient manner.
- Analyze survey data to prepare charts and other data output tools explaining these results.
- Support data collection activities including surveys, interviews, and data extraction. Work with various databases, managing and analyzing large quantities of data.
- Analyze raw data, surveys, research reports and other relevant information from federal, state or local governments, independent research institutions or other sources.
- Assist with research initiatives of NAA departments.
- Conduct literature and Internet searches.

### **POSITION QUALIFICATIONS:**

#### ***Required***

- Bachelor's degree in economics, mathematics/statistics, or a related quantitative field preferred.
- 1-2 years of full-time work experience conducting research, survey design/analysis, and statistical analysis.
- Strong command of primary, secondary, and quantitative methodologies and procedures.
- Excellent data management skills, including experience using multiple databases and creating graphical representations of data. Ability to work with empirical data and statistics. Experience with data modeling preferred.
- Willingness and ability to pick up new quantitative skills and research methodologies as necessary and apply them in new contexts.
- Detail-oriented and demonstrable research and problem-solving skills.
- Experience using statistical software (e.g. STATA, SAS, Eviews, R) and Microsoft Office applications required.

#### **Physical Demands**

While performing the duties of the job, the employee is regularly required to sit, use hands to finger, handle or feel objects, tools or controls; reach with hands and arms. The employee may occasionally lift up to 20 pounds.

#### **Work Environment**

Work is regularly performed in a professional office environment and routinely uses standard office equipment.

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Please send resumes, cover letter and salary history to [Resumes@naahq.org](mailto:Resumes@naahq.org). No phone calls, please. EOE M/F/H/V