

**Position Title:** Coordinator, Research

01/2021

**Supervisor:** Senior Director, Research

**Position Summary:**

This position supports the director and managers of research for the association.

**Qualifications:**

Requires an associate's or bachelor's degree, plus at least 1–2 years of relevant work experience in market research, finance, or working with government employment data. Experience in or knowledge of survey testing, statistical analysis and reporting; business or labor economics; and marketing or promotion of research products a plus. Proficiency in Microsoft Excel and PowerPoint, strong written and oral communication skills, and the ability to work with a high degree of accuracy and attention to detail are required. Experience with using social media platforms for business a plus.

Must possess excellent phone manners, feel at ease interacting with association members and the general public. The ideal candidate is a well-organized, proactive, self-starter who demonstrates critical thinking skills and the ability to manage multiple tasks while being flexible with shifting deadlines.

**Principal Duties:**

**Percentage of Time:**

Supports the research team of the association

70%–80%

- Manages registration records, online portal, data collection efforts and reporting for the weekly Staffing Index and the quarterly Staffing Employment and Sales Survey
- Coordinates tracking, marketing, and communication of research projects, programs, and products
- Prepares, proofs, and reviews research findings, marketing materials, social media posts, and other related communications
- Responds to research inquiries by email and telephone from association members, academia, and the general public by answering questions
- Tracks and reports on relevant association research and data
- Maintains the research and data portion of ASA website
- Special projects as assigned

Administration

20%–30%

- Fulfills research product sales
- Processes survey and other research registrations
- Manages research team procedure and guideline archive
- Serves on phone team one day per week to relieve receptionist
- Provides ad hoc support as requested