



SCHOOL OF PUBLIC AFFAIRS
COLLEGE OF HUMANITIES, ARTS, SOCIAL SCIENCES, AND EDUCATION
UNIVERSITY OF ARKANSAS AT LITTLE ROCK

2801 S. University Ave., Little Rock, AR 72204 | (O) 501-569-3331 | ualr.edu/publicaffairs

**Assistant Director
Survey Research Center
School of Public Affairs**

Summary of Job Duties

The Assistant Director position works closely with the Survey Research Center Director to design, implement, and report on survey research and other analytical projects. Under the supervision of the Director, the Assistant Director is responsible for project management, including fiscal administration, and hiring and supervision of graduate assistants, part-time staff, and contractors. This position has regular contact with university personnel, federal, state and local agencies, nonprofit and private sector organizations, and the public. This is a grant-funded position. This position is governed by state and federal laws as well as agency and institution policy.

Qualifications

Required Education and/or Experience

Required Education Qualifications: A master's degree in the social sciences (Political Science, Sociology, Public Administration, Public Policy, Sociology, Urban Planning, or a related field) plus 3 years' experience in applied research, including statistical analysis, data collection and analysis, and report writing.

Preferred Education and/or Experience

Candidates with a PhD will be considered without experience. A background in Public Administration and/or Public Policy is preferred.

Job Duties and Responsibilities

- Plan, organize, and conduct survey research and other analytical projects;
- Serve as project manager as assigned by the Director, including fiscal administration, and hiring of graduate assistants, part-time staff, and contractors;
- Conduct applied research using primary and secondary data sources, library resources, and other sources of information to collect, record, analyze, and evaluate facts;
- Discuss findings with other SRC personnel and when assigned by the Director, with external project funders and other stakeholders;
- Make presentations associated with SRC functions and applied research projects;
- Prepare reports of completed projects for publication;
- Supervise work of graduate assistants and other part-time SRC staff;
- Other duties as assigned by the Director.

Knowledge, Skills, and Abilities

- Knowledge of survey research and other applied research methods;
- Knowledge of statistical analysis;
- Proficiency in the use of statistical software such as SPSS (or similar software) and standard Microsoft Office applications;
- Excellent written and oral communication skills;
- The ability to work well in groups;
- The ability to be an effective team leader;
- Excellent time management skills;
- The ability to adapt to organizational change and handle multiple tasks.

Required Documents

1. Resume' or CV
2. Cover Letter/Letter of Application
3. Writing Sample
4. Unofficial Transcript
5. List of three (3) references

Salary

The salary range will be \$45,000 to \$52,000, depending on qualifications.

Questions

Contact Dr. Anne Williamson, Director, School of Public Affairs, UA Little Rock, with any questions about this position (arwilliamson@ualr.edu or 501-916-6060).

Apply

Applications should be made through the UA Little Rock Human Resources online system at <https://ualr.edu/humanresources/jobs/>.