

**The Family Welfare Research and Training Group with the Ruth Young Center for Families & Children at the University of Maryland, School of Social Work is looking for an individual who has proficient data analysis and writing skills to join their research team.** The selected candidate's rank will be determined upon review of their qualifications with possible ranks including Policy Research Analyst, Senior Policy Research Analyst, or Lead Policy Research Analyst. Our work primarily consists of using administrative data to answer relevant practice and policy-based research questions about the welfare and child support programs in Maryland. The selected candidate will also be expected to draft clear, concise, and meaningful reports that present the results of those analyses for program managers and policymakers. Qualified candidates should have skill in data analysis using statistical software such as SAS, SPSS, or STATA, the ability to take lead roles in performing & directing various research studies, and strong writing skills. Our recent research reports can be found on our website: <https://familywelfare.umaryland.edu/recentpubs.htm>.

The School of Social Work is one of seven professional schools at the University of Maryland, Baltimore (UMB), an urban health, law, and human services campus. The School ranks among the top twenty schools of social work in the nation and has an enrollment of approximately 950 MSW students in two locations (Baltimore and Shady Grove) and about 60 PhD students are also enrolled. We also host two national training and technical assistance centers, a Child Welfare Academy, a Center on Positive Schools, and about \$30,000,000 in extramural projects, in all. At this time UM SSW has about 300 employees.

UMB offers a generous benefits package that includes 22 vacation days, 14 floating and holidays, 15 sick days; comprehensive health insurance and retirement options; and tuition remission for employees and their dependents at any of the University System of Maryland schools.

*The job application can be found at this [website](#).*

### **Minimum Qualifications:**

***Rank will be determined upon review of the chosen candidate's qualifications. Possible job ranks include:***

***Policy Research Analyst:*** Bachelor's degree in Information Management, Social Science, Public Policy, Mathematics, Statistics, Health Sciences, or field of study related to the research. A unique combination of education and experience may be considered.\*

***Senior Policy Research Analyst:*** Bachelor's degree in Information Management, Social Science, Public Policy, Mathematics, Statistics, Health Science or Services or in a field of study related to the research; and two (2) years related experience in a research environment required. A unique combination of education and experience may be considered.\*

***Lead Policy Research Analyst:*** Bachelor's degree in Sociology, Psychology, Political Science, Economics, Public Policy, Public Administration, Information Management, Social Science, Mathematics, Statistics, Health Science, or in a field of study related to the research; and three (3) years of related experience in a research environment including two (2) years in the relevant research specialization. A unique combination of education and experience may be considered.\*

**Preferred Education:** Master's degree in Sociology, Public Policy, Public Administration, or field of study related to research preferred.

**Preferred Experience:** Experience in SAS, STATA, SPSS, and/or Excel preferred.

*\* Bachelor's degree in an unrelated field with at least 18 credits in a field related to the research of the group, as appropriate, or Bachelor's degree in unrelated field with at least one year of experience in a field directly related to the research of the group, as appropriate. Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.*

**Knowledge, Skills, and Abilities:**

- Ability to effectively communicate both verbal and written thoughts, ideas, and facts. Writes and presents information in a clear and concise way and is able to competently adapt writing style to fit the needs of the organization. Interprets and understands written information and is able to listen attentively to verbal and non-verbal cues that lead to a deeper understanding.
- Ability to use measurable and verifiable information for making decisions or judgments. Skill in statistical interpretation and data analysis using statistical software as well as spreadsheet and database software applications. Possess excellent organizational and project management skills.
- Possesses a knowledge of position requirements and able to perform position in compliance with all requirements/regulations/laws. Ability to understand and utilize scientific terminology and research theory. Ability to maintain high standards with the work being performed and maintain awareness with trends and influences. Assumes personal responsibility for all outcomes; makes effective and timely decisions; and learns how to effectively use technology. Maintains productivity and uses knowledge strategies to increase knowledge base.
- Ability to work cooperatively with others and demonstrates professional, ethical, respectful, and courteous behavior when interacting with others. Capable of interacting pleasantly and positively with others to meet customer expectations and provide follow up with customers.

**Hiring Range:** Commensurate with education and experience

**To apply, please visit the University of Maryland, Baltimore  
[website](#) by November 2, 2018.**

If accommodations are needed for a disability, please contact Human Resource Services at 410-706-2606, Monday – Friday, 8:30am – 4:30pm EST. Maryland Relay can be accessed by dialing 711 (in-state) or 1-800-735-2258.

Equal Opportunity/Affirmative Action Employer. Minorities, women, protected veterans, and individuals with disabilities are encouraged to apply.