

**IMPAQ INTERNATIONAL, LLC**  
**RESEARCH ASSISTANT**

Location	City, State Zip	Post Date	Salary Range	Reports to
Headquarters	Columbia, MD 21044 Washington, DC 20005	Current	Negotiable	Project Manager

**Overview**

IMPAQ International, with locations in Columbia, M.D and Washington, D.C., is a woman-owned growing and dynamic social/economic research organization providing high-quality research and impact evaluation services, policy analysis, and technical assistance for U.S. and international government agencies. IMPAQ specializes in designing and implementing research projects to evaluate the effectiveness and cost/benefit of social programs.

**Job Profile**

IMPAQ is seeking a full-time **Research Assistant** who will support the senior research team through literature searches, project and evaluation design, statistical and qualitative analyses, and report preparation.

**Responsibilities**

- Provide support to research team by performing assigned tasks involving data cleaning, data analysis, and quantitative analysis;
- Prepare presentation quality charts and tables to include in project reports;
- Assist with writing and proof-reading proposals and project reports;
- Review professional publications from various sources to extract and summarize information relevant to assigned project and proposal work.

**Qualifications**

**Education**

- Bachelor's in Economics, Public Policy, or other social sciences field is required. Master's candidate within a related field preferred;

**Knowledge and Experience**

- 0-3 years of research experience in economics, health, public policy or related fields;
- Some experience with research proposal and report preparation preferred;
- Advanced expertise of Microsoft Word, Excel, PowerPoint a must. Experience with MS Office 2007 a plus;
- Knowledge or familiarity with data analysis using SAS, STATA, and/or database applications a plus.

**Skills**

- Excellent oral and written and interpersonal communication skills;
- Strong organizational skills;
- Able to learn quickly, take direction and work independently;
- Use creative, collaborative, and consultative approaches to resolve issues.

**Benefit Notes**

IMPAQ offers a highly competitive benefit package, including 401K savings and profit sharing plans; medical and dental health plans, holiday and sick leave benefits, life and disability insurance. IMPAQ offers a collegial work environment and is an Equal Opportunity Employer.

**Application**

For consideration, please email your cover letter and resume to [app1yonline09@impagint.com](mailto:app1yonline09@impagint.com) with "Research Assistant" in the subject of the email.

**Information**

For further information about IMPAQ International, please visit our website at [www.impagint.com](http://www.impagint.com).