

Date Posted: 03/21/2011

**University of Houston
Graduate College of Social Work**

JOB OPPORTUNITY POSTING

- Job Title:** Research Analyst for Criminal Justice Reform Initiatives
- Employer/Agency:** Laura and John Arnold Foundation
- Job Description:**
- Perform research on various public policy topics related to criminal justice reform
 - Research scope may include local, state, national or international issues
 - Present research findings in ways that are most illustrative of the conclusions and most helpful for decision makers to act on the information
 - Make recommendations based on the research for additional research needs, specific policy proposals, or other ways in which to impact the issue
 - Be able to identify other individuals and groups active on the issue, and be able to help judge their effectiveness
 - Writing, fact-checking and/or editing of letters, policy papers, website copy, etc.
 - Actively contribute to meetings regarding projects, suggesting ideas and brainstorming
- Qualifications:**
- Essential skills, experience and abilities**
- Experience in research, writing, editing, and presentations
 - Excellent computer skills, especially in formatting material for presentations
 - Ability to work with data sets and analyze evaluation outcomes
 - Ability to grasp technical and theoretical concepts
 - Excellent reading, writing, and analytical skills
 - Excellent internet and personal communications skills
 - Willingness to travel if required
 - Creativity in finding and presenting answers to

difficult questions

Desirable skills, experience and abilities

- Statistics/math skills
- Public policy, regulatory, legislative experience and knowledge
- Creative, outside-the-box thinking
- Ability to meet deadlines

Desirable personal qualities

- Self-motivated and proactive
- Flexible and adaptable
- Ability to work both independently and in a team
- Thorough, keen attention to detail
- Passionate about addressing challenges in criminal justice reform
- Enthusiastic
- Ability to deal with confidently with experts in their field

Salary/Hours: \$35,000 - \$55,000, negotiable depending on qualifications
Full Time

Employer/Agency: Laura and John Arnold Foundation

Application Method: If interested in this position, please send a (i) resume, (ii) cover letter, (iii) writing sample, (iv) presentation material sample (ex. graphs, charts, etc. if not included in the writing sample), and (v) contact information for three references to lesley@arnoldfoundation.org.

Opening Date: Immediately

***If your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@sw.uh.edu with the hiring details of your new job opportunity.
Thank you***