

Job Title	Research and Evaluation Assistant
Employer/ Agency	The Council on Recovery
Job Description	<p>Job Description: Summary: The Research and Evaluation Assistant (REA) assists the Director of the Behavioral Health Institute with undertaking and managing a range of research and evaluation projects pertaining to the collaboration between The Council and The National Center for Substance Abuse and Addiction.</p> <p>RESPONSIBILITIES: Manages project calendars and action plans ensuring that tasks, proposals and reports are completed and submitted on time; Assists with project meetings, including reserving space, writing agendas, putting packets together etc. ; Organizes emailing/ mailing of materials to project team members; Conducts literature searches for proposals and publications; Identifies, researches, & organizes databases of measurement instruments, prevention; programs, and organizations involved in youth prevention and treatment; Formats survey and data collection instruments; Reviews and accepts or returns data submitted that is not complete; Enters data from surveys and interviews into SPSS, Excel, Word or Access files with a high degree of efficiency & accuracy ; Organizes and maintains all research and evaluation project files, research participant records, & research protocol information; as well as Write and evaluate research articles; organize and lead research writing teams.</p>
Qualifications	<p>QUALIFICATIONS:</p> <ul style="list-style-type: none"> •Bachelor’s degree required; Master’s degree candidate preferred •Proficient computer skills in SPSSx, Microsoft Word, Excel, Access, Outlook and PowerPoint •Basic knowledge of grammar, spelling, punctuation and simple mathematical functions like percentages, ratios, and frequencies •Knowledge of APA 6th edition formatting •Minimum – 2 years of job-related experience •Working knowledge of prevention, intervention and treatment programs preferred <p>SKILLS</p> <ul style="list-style-type: none"> •Able to multiple-task and organize multiple projects simultaneously •Organizational, communication and time management skills •Ability to work independently and prioritize •Good decision making skills
Salary/Hours	37.5 with some nights/weekends
Employer/Agency	The Council on Recovery
Address	P. O. Box 2768

City, State, Zip	Houston, TX 77252
Contact Person	Human Resources
Fax Number	281-200-9341
Email Address	HRDept@councilonrecovery.org
Application Method	Email or fax
Opening Date	7/20/16

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