

TEXAS HEALTH INSTITUTE Health Research Analyst Job Description 2018
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TITLE: Health Research Analyst

STATUS: Full-time, 40 hours/week

REPORTS TO: Director of Health Equity Programs

SUMMARY: Texas Health Institute (THI) seeks an exceptional individual to join its public health research team. Candidate must have strong research and analytical skills including: ability to conduct quantitative and qualitative research; proficiency in managing, analyzing, and interpreting large datasets; and exceptional writing and communication skills. At least a Master's degree with prior data analysis experience is required. Experience in health disparities, health equity, or health policy research is preferred.

MAJOR RESPONSIBILITIES/TASKS:

- Conduct quantitative data analysis and manage large amounts of data from administrative and public sources, such as the American Community Survey, Behavioral Risk Factor Surveillance System, National Health Interview Survey, National Vital Statistics System, and others.
- Identify, review, and synthesize data and information from published literature and web-based resources on various public health topics.
- Produce relevant data visualizations and written summaries for a range of audiences including academia, policymakers, community stakeholders, and others.
- Conduct qualitative research, such as key informant interviews and focus groups, and analyze and synthesize findings.
- Coordinate research activities, such as scheduling and organizing focus groups, community forums, and advisory meetings.
- Contribute to designing and conducting program evaluations, community health needs assessments, surveys, and other measurement tools.

- Contribute to writing and editing reports, presentations, manuscripts, meeting materials, and other deliverables for multiple audiences.
- Contribute to preparation of grant proposals and program reports for funders.
- Supervise interns to support literature reviews, data entry, and analysis, as necessary.
- Support THI projects and perform other duties as identified and appropriate.

POSITION REQUIREMENTS, KNOWLEDGE, SKILLS & ABILITIES:

NOTE: *These requirements represent minimum levels in order to perform the job on a satisfactory basis. Candidates must have the ability to satisfactorily perform the essential functions of the job.*

Supervisory Responsibility:

As required.

Position Requirements:

Education and Experience

- A Master’s degree in public health or related field and at least 3 years of related research experience, or a doctorate degree in public health or related field and 1 year experience

Knowledge

- Working knowledge of national and state level datasets and data analysis methods
- An understanding of the U.S. health care landscape, including knowledge of the Affordable Care Act and topics such as health disparities, health equity, social determinants of health, and systems transformation.

Skills and Abilities

- Excellent computer skills including proficiency in Microsoft Office applications, such as Word, Excel, PowerPoint, and Outlook
- Proficiency in conducting data analysis using statistical software – Stata experience preferred
- Ability to communicate effectively verbally and in writing
- Ability to meet assigned deadlines, work well under pressure, and on multiple projects
- Ability to work well independently and in teams