

# TEXAS HEALTH INSTITUTE

## Job Description 2018

**TITLE:** Senior 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 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 amounts of data on public health and the social determinants of health; 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.

**ABOUT THI:** THI is a non-profit public health institute with a mission to improve the health of all people and their communities. Since 1964, we have served as a trusted, leading voice on public health and healthcare issues in Texas and the nation. Our programs and education offerings accelerate the implementation of new findings, creating opportunities for people to live a healthy life.

### MAJOR RESPONSIBILITIES/TASKS:

- Provide data expertise, including collecting, managing, statistically analyzing, and interpreting 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.
- Provide expertise in designing and administering program evaluations, community assessments, surveys, and indices.
- Produce relevant data visualizations such as charts, tables, maps, and written summaries for a range of audiences including academia, policymakers, providers, and community stakeholders.
- Assist in training and supervising analysts and interns to support research activities such as data collection, entry, analysis, and display.

- Assist with qualitative research, such as key informant interviews and focus groups.
- Participate in meetings and conference calls with collaborating organizations, advisory groups, and funders.
- 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.
- Represent THI and the research team at scientific meetings and conferences.
- Support THI projects and perform other duties as identified and appropriate.

**POSITION REQUIREMENTS, KNOWLEDGE, SKILLS & ABILITIES:**

***NOTE: These requirements represent minimum levels that meet satisfactory performance. Eligible candidates must be able to successfully execute at least these essential tasks for employment.***

**Supervisory Responsibility:**

As required.

**Position Requirements:**

Have at least a Master's degree in public health/related field and 3-5 years of related research experience, or a doctorate degree in public health/related field and 1 year experience.

Preference will be given for experience in public health fields of epidemiology, health policy, and biostatistics, along with familiarity working with large data sets and knowledge of the U.S. health care system, health reform, health disparities, health equity and related public health topics.

**Skills and Abilities:**

Excellent computer skills are essential including proficiency in Microsoft Office applications, including Word, Excel, Access and PowerPoint. Have working experience and ability to conduct data analysis using statistical software such as SAS, STATA, or other. Have some familiarity or knowledge of GIS Mapping. Have familiarity conducting PubMed/Medline searches. Must have the ability to communicate effectively verbally and in writing, to meet assigned deadlines, and to work well under pressure on multiple projects with multiple staff members and partners.