

Position

The Rucks Group is seeking a **Research and Evaluation Associate** to join our team who will reflect our mission, vision, and core values. Through a collaborative team approach, this individual will be a key contributor to the full range of research and evaluative activities on small and/or large-scale evaluation projects.

Responsibilities

Job responsibilities may include the following:

- Managing the evaluation and/or research efforts of various projects
- Contributing to the development of proposals
- Conducting literature searches
- Designing research and evaluation projects
- Developing and disseminating questionnaires
- Facilitating focus groups and interviews (in-person and telephone)
- Completing quantitative and qualitative data analysis
- Effectively managing client relationships
- Effectively communicating findings in written reports and presentations to key stakeholders
- Being active within the research and evaluation community by presenting at conferences and authoring/co-authoring white papers and peer-reviewed articles
- Providing insights into ways to improve on the services that the firm provides by staying current with research and evaluation trends and best practices and identifying opportunities for process improvement

Candidate

The successful candidate should possess:

- Knowledge of research and evaluation principles
- Experience conducting literature searches
- Skill in creating logic models
- Understanding how to design research and evaluation projects
- Analyzing quantitative and qualitative data with computer data analysis software experience (e.g., SPSS, SAS, STATA, and/or R), as well as writing and presenting findings.
- Proficiency with Microsoft Office Suite
- An attention to detail
- Strong interpersonal skills to effectively interact with team members and clients
- Ability to periodically travel within the US
- Capacity to work in a dynamic small business environment.

Preferred Education

A Bachelor's degree in psychology, evaluation, or other related social science discipline is required. A Master's degree and 3 – 5 years of program evaluation experience is preferred.

Salary and Benefits

Pay is commensurate with education and experience. Benefits include:

- Competitive pay
- Professional development opportunities
- Health benefits, paid holidays
- Vacation days
- Sick/personal leave
- Retirement contribution

About

The Rucks Group is a small research and evaluation firm. Formed in 2008, our mission is to provide services that maximize the return of resources invested in initiatives for grant recipients and funding sources with the vision to be globally recognized as an organization whose research and thoughtful analysis influences improved decision-making. Our projects revolve around STEM, workforce development, K16 Education, public health, and foundation funding. Our main office is located at The Entrepreneurs Center, a business incubator located in downtown [Dayton](#).

Applying

To apply please forward to mdoty@therucksgroup.com the following items: cover letter, resume/vita, and a list of references. **Applicant screening will begin April 12, 2018 and will continue until the position is filled.**