

Accents Jobs

<https://accentsjobs.com/job/920/>

Research Analyst III

Description

We are looking to hire a Research Analyst III for a client in Vienna, Virginia. The candidate will be responsible for supporting and administering the research program by completing the tasks laid out by the Chief Research Psychologist. They will also be responsible for preparing and maintaining documentation needed by the department.

Responsibilities

- Complete tasks given by the Chief Research Psychologist in the administration of the Research Program.
- Conduct research protocol reviews, including methods, data collection and analysis, etc.
- Set up technical exchanges, meetings, workshops, post-meeting follow-ups including reports, meeting minutes; and track and execute recommendations and after-actions.
- Coordinate calendars of personnel and provide meeting logistics management.
- Maintain pre- and post- course reviews and questionnaires.
- Assist in critically reviewing and preparing technical documents for IC-wide dissemination and public release.
- Maintain a log and repository of publicly released science publication, reports, and briefings. Post and maintain updates on research SharePoint and to IC websites.
- Prepare draft taskers to include weekly activity reports, information papers, action memoranda, emails, and other documents.
- Maintain broad situational awareness of the social and behavioral science literature and issues in related program & scientific areas.
- Monitor, manage and effectively communicate required taskings related to the Institutional Review Board.

Qualifications

- Maintain the required TS-SCI clearance.
- Bachelor's degree (BS or BA) in social science, neuroscience, psychology, or other science and technology related subjects.
- A minimum of three (3) years of recent and relevant experience.
- Experience working independently and with staff in both classified and unclassified work environments.
- Experience in utilizing computer applications, including Microsoft Office (Word, Excel, PowerPoint, and Internet Explorer), Mozilla Firefox and services that operate utilizing these software packages.
- Experienced in consistently and appropriately applying complex direction, including Standard Operating Procedures and Operations Manual documentation as well as appropriate oral and written guidance received.
- Experience in build relationships and collaborate with employees at all levels of management.
- Possess Strong planning, organizational and multitasking skills.
- Have Strong knowledge of training processes, procedures, best practices.
- Excellent communication skills, unstructured verbal interactions, briefings, and meeting moderation at all levels of management and employees are

Hiring organization

Accents Jobs

Employment Type

Full-time

Job Location

Vienna, Virginia

Date posted

June 18, 2024

required

- Proficient in technical research, an in-depth knowledge of social and/or behavioral science and technical writing.
- At the discretion of the client, specialized experience may be substituted in lieu of specific educational requirements.