
Job Title	Survey Research Center Manager
PVN ID	BA-1804-002454
Category	Research
Location	BARUCH COLLEGE
Department	Marxe School of Public and International
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Jun 17, 2018 (Or Until Filled)

General Description

Reporting to the Director of Baruch College Survey Research, the **Survey Research Center Manager** will be responsible for managing all aspects of Baruch College Survey Research operations including:

- Full-time and part-time staff,
- BCSR finances,
- CATI lab operation,
- Survey data analysis,
- Databases,
- Survey samples
- Programming surveys
- Testing and maintaining survey software.

Other Duties

- Managing BCSR CATI Lab staff, including hiring, training, scheduling, supervision and payroll of interviewers, supervisors, full time staff
- Database management for all survey projects using survey software and statistical and database software such as SPSS, SAS, STATA, MS Access
- Participation in survey proposals, budgets, and analysis
- Budgeting and accounting using appropriate financial software
- Coordination of operations with clients, research staff, technical staff, programmers, consultants, and vendors

- **Coordination of contracts** with BCSR Director, Research Foundation, Baruch College SPAR office, Marx Financial Director, clients, programmers, consultants, and vendors
- **Survey sample management** under direction of sampling statistician
- **Programming of online surveys**
- **Preparation and partial or complete programming of CATI surveys**
- **Testing and maintenance of all survey software**
- **Data analysis, including production of cross-tabulations, significance testing, regression, final datasets**
- **Preparation of cross-tabulation banners, charts, final datasets** and other project deliverables
- Managing data entry, cleaning, coding
- Post-survey weighting under direction of sampling statistician
- Preparation and processing of full-time and part-time payroll
- Payment of invoices
- Documentation of all procedures

Qualifications

- **Masters degree with 3-5 years of related experience strongly preferred**
- **Experience in managing/supervising CATI lab staff required**
- **Experience in financial management, budgeting and contracts strongly preferred**
- **Experience in database management, statistical analysis of survey data required**
- **Strong managerial skills** required
- **Strong statistical, programming and data management skills** required
- **Proficiency in statistical and budgeting software** such as SPSS, SPSS Syntax, STATA, SAS, Excel, Quickbooks, Access, required
- **Proficiency in tabulation of survey data required**
- **Understanding of accounting and budgeting required**
- **Proficiency in online and CATI survey software preferred**
- **Demonstrated broad understanding of all areas of survey research required**

Organizational skills,

problem solving ability,

attention to detail,

communication skills,

ability to meet deadlines and balance multiple tasks,

and ability to work with clients, vendors and all levels of staff, and management **ESSENTIAL**.

