



**Position Announcement
RESEARCH ASSISTANT**

Hezel Associates (www.hezel.com), a Syracuse-based research and evaluation firm with over 23 years of experience serving education, is looking for a **Research Assistant**. The position involves internet research, data entry, administering phone surveys, data analysis and report writing, among other tasks. This is preferably a full-time position; part-time positions may become available. Our **Research Assistants** are part of a team working with clients in state agencies, non-profit organizations, public and private school districts, higher education services companies, and public and private universities and colleges.

We are seeking a person with the following skills:

- Ability to write professional research reports
- Good communication skills
- Attention to detail
- Experience with quantitative and qualitative research and/or survey research
- Expertise with Microsoft Excel and Word
- A solid understanding of the internet
- Knowledge of SPSS a plus

Desirable characteristics include:

- Willingness to work for a small organization
- Undergraduate or graduate-level work in research, education, policy studies, marketing, communications, or related field
- Prior experience in a professional setting
- Ability to set own deadlines and work independently

Hezel Associates' principal office is located in Syracuse, NY and the successful candidate will be expected to work in that location.

Hezel Associates offers a comprehensive benefits package including vacation, health and dental insurance, employer contribution for retirement, and professional development for full time employees. Pay rate is between \$10-12/hour or negotiable salary. Salary is commensurate with experience. Interested applicants should submit a cover letter and resume to:

employment@hezel.com
Hezel Associates
731 James Street
Syracuse, NY 13203