



**Position Announcement  
RESEARCH ASSOCIATE**

Hezel Associates ([www.hezel.com](http://www.hezel.com)), a Syracuse-based research and evaluation firm with 23 years of experience serving education, is looking for a **Research Associate**. The position involves conducting and managing tasks related to applied research and program evaluation projects using both quantitative and qualitative measures, under the supervision of the *Director of Research and Evaluation*. The **Research Associate** will also work directly with clients in state agencies, schools/districts, media, public television, and university arenas.

**Responsibilities:**

- Serve in the role of *Project Leader*, to manage day-to-day operations of selected projects, including task-level planning, timelines, and team members' completion of work.
- Participate in business development by independently completing and/or spearheading proposal development tasks.
- Review the work of, and provides technical guidance to, less senior staff.
- Collaborate with research staff to design and develop questionnaires, instruments, and databases for data collection.
- Exercise initiative and lead the preparation and review of project reports and findings. Review analysis, data sets and models for anomalies to ensure accuracy.

**Minimum Qualifications:**

- Master's degree with at least 7 years related experience **or** Doctoral degree with at least 4 years of related experience.
- Ability to travel on occasion for field research.
- Proven technical expertise in conducting research through analysis and interpretation.
- Proven experience in business development, client relationship management and supervision of staff.

Hezel Associates' principal office is located in Syracuse, New York and the successful candidate will be expected to work in that location. Travel may be required as candidate will represent Hezel Associates in conference presentations, client meetings, and other meetings outside of Central New York.

This position carries a competitive salary and benefits package.

Interested applicants should submit a cover letter, resume, and a writing sample to:

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