<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Research Analyst</th>
<th>Position Type:</th>
<th>Full-Time</th>
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<tbody>
<tr>
<td>Department/Group:</td>
<td>DQ Admin</td>
<td>Job Code/Req#:</td>
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<tr>
<td>Work Location:</td>
<td>Waltham, Massachusetts (hybrid position - mix of working from home and attendance in the office)</td>
<td>Travel Required:</td>
<td>Occasional travel (10% - 15%)</td>
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<tr>
<td>Experience:</td>
<td>Entry level position, 1 to 2 years related work experience a plus</td>
<td>Education:</td>
<td>BS or BA in Psychology, Sociology, Political Science or other relevant disciplines</td>
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**Job Description**

**MANAGEMENT RESPONSIBILITIES (IF APPLICABLE, CHECK ALL THAT APPLY)**

- ☐ People Management Tasks
- ☐ Hire employees
- ☐ Promote employees
- ☐ Terminate employees

- ☐ Set pay
- ☐ Mentor and advise
- ☐ Assign and evaluate work
- ☐ Review performance annually

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**Job Description Below**

**To apply, interested candidates should email their resume and cover letter to mhutton@decisionquest.com and agulati@decisionquest.com**
This posting is for a Research Analyst for U.S. Legal Support (DecisionQuest). DecisionQuest is a leading strategic trial consulting firm that provides jury research, graphics, and trial technology services for major law firms nationwide. The duties of a Research Analyst include assisting in preparing reports and research presentations with supervision from senior research staff. The Research Analyst also supports senior research staff by: setting up and assisting at research exercises; gathering demographic data on jury venues; negotiating with recruiting facilities; developing screening information for research participants; conducting basic data analysis; creating graphical presentations of quantitative data; and writing summaries of mock deliberation sessions.

**Essential Job Functions:**

- Locates and reserves research facilities
- Prepares notification paperwork for supervisors, associates and accounting
- Assists Associates as needed with writing up deliberations
- Assists on-site with jury research projects
- Coordinates and processes necessary paperwork; i.e., confidentiality agreements, screeners, invoices, purchase orders and check requests
- Performs simple statistical analysis
- Prepares PowerPoint charts of research results
- Prepares lifestyle cluster charts and demographic seating charts
- Distributes video of research exercise via the internet

**Requirements:**

- BS or BA in Psychology, Sociology, Political Science or other relevant disciplines • Experience with basic data analysis; Experience with SPSS preferred
- Proficiency with word-processing programs and PowerPoint.
- Excellent command of written and spoken English
- Excellent interpersonal and communication skills
- Exceptional writing skills
- Familiarity with social science research methodology and statistics
- Highly responsive to feedback
- Willingness to travel on occasion with short notice; willing to work a demanding schedule

**Certifications:** N/A

**Additional Notes:**

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<th>Reviewed By:</th>
<th>Name</th>
<th>Date:</th>
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<tr>
<td>Approved By:</td>
<td>Name</td>
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