



Job Title:	Research Analyst	Position Type:	Full-Time
Department/Group:	DQ Admin	Job Code/ Req#:	
Work Location:	Waltham, Massachusetts (hybrid position - mix of working from home and attendance in the office)	Travel Required:	Occasional travel (10% - 15%)
Experience:	Entry level position, 1 to 2 years related work experience a plus	Education:	BS or BA in Psychology, Sociology, Political Science or other relevant disciplines
Job Description			
MANAGEMENT RESPONSIBILITIES (IF APPLICABLE, CHECK ALL THAT APPLY)			
<input type="checkbox"/> People Management Tasks		<input type="checkbox"/> Set pay	
<input type="checkbox"/> Hire employees		<input type="checkbox"/> Mentor and advise	
<input type="checkbox"/> Promote employees		<input type="checkbox"/> Assign and evaluate work	
<input type="checkbox"/> Terminate employees		<input type="checkbox"/> Review performance annually	

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:

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time