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**Job: IRC74333**[Add To Basket](#)[Apply Now](#)**Description**

**Job Title** Research Associate  
**Department** Center for Evidence-based Policy  
**Location** MDY 250

**Work Unit Description**

The Center for Evidence-based Policy's (<http://www.centerforevidencebasepolicy.org>) mission is to address policy challenges with evidence and collaboration, and it excels in partnerships that develop policy solutions and improve health. The Center primarily works with state governments focused on broad health policy and decision-making with particular emphasis on Medicaid. The Center delivers products that are responsive, independent, high-quality, and effective in meeting the needs of decision makers. The Center is diverse in people and ideas and actively recruits and retains the highest quality personnel who are committed and passionate about achieving its mission.

**Work Schedule, Hours, FTE, Salary Range**

FTE: 1.0, Full Time  
 Schedule: Monday - Friday, 8:30am - 5:00pm  
 Salary Range: Commensurate with Qualifications  
 Location: Portland, OR (South Waterfront)  
 Job Type: Research

**Functions/Duties of Position**

This position's primary function is to produce relevant, timely, and actionable evidence synthesis products most often in the area of health services and technologies, with particular applicability to state Medicaid programs. The Research Associate will work on a variety of projects at the Center. Responsibilities include:

- Independently designs evidence synthesis methods and conducts searches according to established criteria
- Obtains, synthesizes, and maintains (in a range of formats) information from a variety of sources, including research publications, multiple databases, web sources, and policy sources
- Independently prepares initial drafts of research, policy, or other types of reports according to established formats and standards, ensuring accuracy and clarity, and using narrative text, tables, and appropriate illustrations
- Creates and manages references in a reference software program
- Independently tracks report progress, anticipating next steps, and gathering required information from internal and external contacts to produce high-quality, timely reports
- Develops and maintains effective relationships with Center clients, internal and external evidence resources, and a wide variety of state and federal governmental organizations and community groups

**Job Requirements****Required Qualifications:**

- Master's degree relevant to health research plus 3 years experience assisting with obtaining or synthesizing health research information and drafting this information into narrative reports and presentations OR a PhD in a relevant field
- Experience in synthesizing evidence for use in decision making
- Experience in evaluating systematic reviews and meta-analyses
- Experience with GRADE ratings and risk of bias assessment
- Experience working with a citation management software application
- Some health policy (local, state, or federal government or equivalent) experience
- Experience working on multiple research projects simultaneously with excellent organizational skills
- Ability to create and implement a search strategy to identify relevant health research

- Proficiency in MS Office applications (e.g., Word, PowerPoint, Excel)
- Excellent interpersonal communication skills
- Excellent writing, grammatical, and proofreading skills
- Ability to exercise discretion when dealing with issues of a sensitive nature and to maintain confidentiality at all times
- Exceptional organizational skills and ability to manage multiple priorities
- Ability to interact with a wide variety of stakeholders, both internal and external customers
- Ability to be self-motivated, prioritize effectively, and achieve deadlines

Preferred Qualifications:

- MPH or PhD with a concentration in epidemiology or biostatistics
- Significant experience tailoring evidence synthesis products to decision makers
- Experience producing rapid or systematic reviews
- Experience researching the effectiveness and harms of pharmaceuticals
- Experience evaluating and synthesizing cost-effectiveness literature
- Record of peer-reviewed publication
- Experience working with specific reference and systematic review applications (EndNote and DistillerSR) and statistical software programs (SAS, SPSS)
- Knowledge of effective and efficient approaches to searches using Cochrane Library, PubMed, MEDLINE, and skills with Medical Subject Headings (MeSH)

Additional Details

Oregon Health & Science University values a diverse and culturally competent workforce. We are proud of our commitment to being an equal opportunity, affirmative action organization that does not discriminate against applicants on the basis of any protected class status, including disability status and protected veteran status. Individuals with diverse backgrounds and those who promote diversity and a culture of inclusion are encouraged to apply. To request reasonable accommodation contact the Affirmative Action and Equal Opportunity Department at 503-494-5148 or [aaeo@ohsu.edu](mailto:aaeo@ohsu.edu).

How To Apply

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