



National Association of State Workforce Agencies (NASWA) Position Description

Evaluation Research Assistant UI Integrity Center

Background on NASWA

The National Association of State Workforce Agencies (NASWA) is the national organization representing all 50 state workforce agencies, D.C. and U.S. territories. These agencies deliver training, employment, career, and business services, in addition to administering the unemployment insurance, veteran reemployment, and labor market information programs. NASWA provides policy expertise, shares promising state practices, and promotes state innovation and leadership in workforce development.

Background on CESER

The Center for Employment Security Education and Research (CESER) is the leading education, research and information technology center focused on workforce development and unemployment insurance issues offering services to a diverse group of stakeholders, most notably state workforce agencies and their federal partners.

Background on UI Integrity Center

The Unemployment Insurance Integrity Center (Center) has been formed in partnership with the U.S. Department of Labor (USDOL) Office of Unemployment Insurance, the New York State Department of Labor, and the National Association of State Workforce Agencies (NASWA) to provide innovative tools, training, and support to states in their efforts to reduce improper payments and combat unemployment insurance (UI) fraud.

The Center is tasked with developing a portal for data exchange and claimant cross-matching efforts; an integrity training academy for state UI staff; a database of states' integrity processes, tools, and policies, and model Benefit Payment Control (BPC) operational plans; and review and support services for states seeking assistance in improving their integrity programs. To ensure the products and services offered by the Center meet state needs, the Center is committed to rigorously evaluating its services on a continuous basis.

Brief Overview of Position

The Center is seeking a full-time Evaluation Research Assistant to support its research and evaluation activities. This position is charged with evaluating the



effectiveness of Center tasks and products, and also individual state integrity strategies. The Evaluation Research Assistant will report to, and support, the

Center's Director of Research and Evaluation in a broad range of activities including: data analysis, program assessments, survey development, project evaluation, report writing, and technical assistance tasks related to the Center's efforts.

Roles and Responsibilities

- Apply quantitative and qualitative research methods and techniques to manage and analyze research and evaluation data
- Participate in the design of research and evaluation studies
- Facilitate focus groups and interviews (in-person and virtual)
- Construct and clean datasets for both internal and project-related use
- Manage small evaluation project tasks and activities
- Produce PowerPoint presentations and various forms of data visualization, including tables, maps, and graphics
- Support the preparation of technical procedures, site visit protocols, survey assessments, and reports
- Write, compile, and edit assigned sections of Center reports and issue briefs
- Format and review work products to ensure quality and consistency of content
- Identify and review professional publications from various sources to extract and summarize information relevant to assigned project work
- Prepare internal briefs and research summaries to provide overview of particular UI policy areas, including background information, leading current thinking, and policy proposals
- Conduct administrative activities of projects including: scheduling and participating in site visits for data collection purposes, project meetings, conference calls, and webinars
- Other duties as assigned

Competencies and Skills Required

- Knowledge of general research and evaluation principles
- Advanced expertise in MS Office products required
- Candidates with research experience are strongly preferred, especially those with knowledge of, or familiarity with, statistical software such as SPSS, STATA, R, Tableau, NVivo, or Dedoose
- Strong quantitative and qualitative analytic skills
- Strong writing and editing skills in order to prepare professional reports
- Able to absorb and synthesize large amounts of information and data quickly
- Discretion, creativity, maturity, and good judgment



- Able to be team-player and work in a virtual collaborative environment, while also working independently on assigned tasks
- Strong organizational, oral and written communication skills
- Ability to balance multiple priorities and meet critical deadlines
- Must have the flexibility to take on new roles and responsibilities as the Integrity Center evolves

Education

- Bachelor's degree in Economics, Public Policy, Political Science or related field from an accredited college or university; Master's degree a plus

Relevant Experience Required

- 1-3 years of related economics, health and human services, public policy, data analytics, research, and/or program evaluation work experience

Job Details

Location:	Remote/Telework position
Title:	Evaluation Research Assistant
Report to:	Director, Research & Evaluation
Term:	Full-Time
Salary Range:	\$55,000 - \$70,000, commensurate with education and experience
Benefits:	NASWA offers competitive benefits including a generous health care package, 401(k), telecommuting, education assistance and other great options.
Travel Requirements:	No staff travel is currently occurring. When the pandemic recovery makes travel safe again, up to 10% travel around the United States (and possibly US territories) may be required.
How to Apply:	Interested applicants should submit a resume and a cover letter that describes how the applicant meets the experience, knowledge, and skills above. Applicants selected for an interview may be asked to submit a writing sample. Cover letter and resume should be sent to hr@naswa.org.



This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change, or new ones may be assigned at any time with or without notice.

NASWA is an equal opportunity employer. NASWA does not unlawfully discriminate on the basis of race, color, religion, national origin, sex, age, marital status, military status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, genetic

information, disability, matriculation, political affiliation or any other characteristic protected by federal or District of Columbia law. Our non-discrimination policy applies to all facets of employment, including recruiting, hiring, employment, promotion, demotion, dismissal, compensation, and training opportunities.