STAFF OPENING

TITLE: Research Assistant
DEPARTMENT: Research (Statistical Research)

JOB SUMMARY:

Responsible for collection and verification of data from one or more on-going surveys; responding to data requests; and providing support to other division projects during periods of peak demand.

MAJOR DUTIES & RESPONSIBILITIES:

- Work with contacts at mutual fund companies to collect data on a timely basis.
- Organize and manipulate data files using Excel.
- Load files into the database and perform data entry as necessary.
- Review and analyze industry statistics, which involves identifying discrepancies.
- Research discrepancies and communicate with contacts in order to resolve data issues.
- Meet regular deadlines, including those for processing data, quality checks, and researching anomalies.
- Assist on a variety of projects by calling for data, responding to telephone requests and other duties as assigned.

REQUIREMENTS:

- Attention to detail and accuracy.
- Good organizational and analytical skills.
- Demonstrated ability to follow through and resolve issues.
- Ability to multitask and meet rigid deadlines.
- Excellent communication skills needed to develop and maintain cooperative working relationships with member contacts and departmental staff.
- Demonstrated ability to use computer programs and to work accurately with statistics.
- Experience working with datasets in Excel, Access, SAS or similar software preferred.

QUALIFICATIONS:

- Undergraduate degree in finance/accounting, business, economics or related field.

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary.