

Position Vacancy Announcement

APPLIED DEMOGRAPHER **Center for Family and Demographic Research**

Bowling Green State University

Position Summary

The applied demographer is a critical position for the success of a five-year grant funded Center. The theme of the Center is the health and well-being of children, youth and families. The Applied Demographer produces oversees the research support of the Center.

Essential Duties, Tasks and Responsibilities

- Provides research support.
- Supervises data analyst and students workers.
- Prepares Ohio Population News report
- Conducts workshops and training.
- Develops and maintains a public use data archive.
- Assists users in accessing and analyzing data.
- Oversees dissemination of data information for the web site.
- Manages secure data contracts

This list of essential duties, tasks and responsibilities is not all-inclusive; individual will perform other related duties as assigned.

Knowledge, Skills or Abilities

- Excellent verbal and written communication skills with a record of producing article-length technical manuscripts, internal data management documents, and training documents as well as user-friendly informational reports and fact sheets.
- Training and education skills – ability to teach diverse audiences with varying backgrounds how to select and manipulate data, use statistical and spreadsheet computer software to conduct research.
- Experience and skill using SAS as well as other statistical software (GIS, Stata, and SPSS).
- Develop and maintain a public use data archive.
- Assist users in accessing and analyzing data.
- Oversee dissemination of information on the webpage.
- Supervisory experience
- Ability to take a high degree of responsibility and apply individual initiative and judgment.
- Ability to be an active and effective member of a multidisciplinary research team.
- Ability to multi-task and prioritize projects.

Minimum Qualifications

Masters degree in Demography is required. The position requires training and certification in applied demography. Experience required; two years in analysis of social science data – specifically census data, two years in exposure to a Center-based research environment in a social science field (e.g., psychology, sociology), two years in communicating with diverse groups of people – e.g. academics, policy makers, community organizations, and students, one year in writing reports for academics and broad based audiences.

Salary

Full-time grant funded administrative staff position. Administrative grade level 16, minimum salary \$45,702. Salary is commensurate with education and experience. Full benefit package available.

To Apply

Submit cover letter w/email address, resume, and contact information of 3 professional references to:

Office of Human Resources (Search L-61169)
100 College Park Office Building
Bowling Green State University
Bowling Green, OH 43403-0201

Review of applicants will begin on July 25, 2008 and will continue until the position is filled.

(Official transcript(s) and letters of recommendation will be required of final candidates.)

Ohio law (OCR 2909.34) requires that if you are selected for an on-campus interview for the position you will be required to complete a Declaration Regarding Material Assistance/ Nonassistance to a Terrorist Organization (DMA) form. Information on this form will be provided to you by the hiring department and must be completed PRIOR to your interview. You will find a link to the DMA form as well as additional information from the following web site: <http://www.homelandsecurity.ohio.gov/dma.asp> or on the Office of Human Resources web site at:

<http://www.bgsu.edu/offices/ohr>

Bowling Green State University is an Affirmative Action/Equal Opportunity Educator and Employer.

We are committed to a multicultural environment and strongly encourage applications from women, minorities, veterans and persons with disabilities.

BGSU hires only individuals authorized to work in the United States.

For information regarding BGSU's crime statistics, please visit Public Safety's website at www.bgsu.edu/offices/safety.