



2016-2017 Academic Year
1 Research Assistantship (Doctoral Students only)
Office of the NIJ Director (OTD)
Placement ID: OTD

Topic Area: Partnerships and Outreach

Program Overview: NIJ is exploring how best to broaden the scope of research applicants beyond criminal justice disciplines in an effort to encourage innovative, multi-disciplinary solutions to complex crime problems. Additionally, NIJ is hoping to broaden its reach both among potential applicants and practitioner partners. This position would work directly with a Policy Advisor in the Office of the Director to design and implement a strategic plan to accomplish these goals.

Research assistant project task responsibilities may include but are not limited to:

- Assist in the development of a strategic engagement plan to reach and encourage diverse applicants and consumers of NIJ research.
- Draft a “how-to” guide with promising practices for cross-disciplinary research design and application development.
- Assist in the creation of Standard Operating Procedures for all NIJ fellowship and assistantship programs.
- Identify potential partners for increased engagement and assistance with marketing NIJ solicitations to a broader audience.
- Review federally-supported assistantship and fellowship programs and make recommendations to NIJ leadership as to which programs may be leveraged to fulfill agency mission.
- Working with NIJ’s Office of Communications, develop new web content on NIJ fellowship and assistantship opportunities.
- Conduct meetings with NIJ program staff to determine priorities for increased engagement with researchers and practitioners.
- Assist in the organization and facilitation of an expert working group to explore how to expand NIJ research’s reach and relevance in the field
- Other tasks as assigned.

Candidate Eligibility Criteria

- Demonstrated knowledge of research and evaluation methods and analysis *required*.
- Demonstrated knowledge of the U.S. criminal justice system *preferred*.
- Demonstrated knowledge of research in implementation science, use of research evidence or related topics *preferred*.

General Required Qualifications

- Education and/or Experience: Doctoral students working toward a terminal degree (e.g., Ph.D., D.P.A., Dr.PH., D.H.Sc., D.S.W., Psy.D., Ed.D.).



- **Mathematical Skills:** Very good to advanced understanding of statistical principles and research methods (quantitative and qualitative).
- **Computer Skills:** Working knowledge of computers and standard software such as Adobe Professional, Excel, Internet Explorer, Outlook, Windows operating systems, Word, and PowerPoint required. Proficiency using , SPSS, SAS, or Stata. Knowledge of Access, ATLAS.ti and other statistical or geospatial software a plus.
- **Reasoning Ability:** Ability to work independently, accurately, and in a timely manner.
- **Communication Skills:** Ability to communicate orally and in writing to prepare comprehensive research reports, proposals, and presentations and make recommendations to accomplish and enhance project objectives.
- **Certifications, Licenses, Registrations:** Human Subjects (HS) Protection training is required. NIJ research assistants must take annual HS training onsite at the Office of Justice Programs. RAs also must successfully complete [CITI training](#) prior to participating on any studies.
- **Background Check:** Candidates must complete all required U.S. Department of Justice profile and pre-screening paperwork with all security reviews and background investigations (such as credit and criminal investigations) resulting in a favorable adjudication.
- **Citizenship:** Candidates must be U.S. citizens.

Work Location: Primary work location will be at [NIJ's offices in Washington, D.C.](#) Minimal local travel in the [National Capital Region](#) may be needed to attend meetings and visit offsite research facilities.