



## CAREER OPPORTUNITY: Research Analyst, Health Policy and Practice

Arbor Research Collaborative for Health seeks a Research Analyst to join the Health Policy and Practice Program. This is a new position pending the award of new funding. We anticipate funding announcements between February and April 2022 and plan to begin interviews during that time. The program's primary funding includes contracts with the Centers for Medicare & Medicaid Services (CMS), and has included grants and contracts from other sponsors. The Health Policy and Practice Program promotes the mission of Arbor Research by providing technical and scientific expertise and conducting clinical and economic studies for these sponsors. The successful individual will possess strong analytical and statistical programming skills.

**Arbor Research Collaborative for Health**, a not-for-profit organization located in Ann Arbor, MI, is the preferred employer for professionals passionate about improving health care policy, health care delivery, and health outcomes through evidence based research. At our core, we value collaborative spirit, creativity, credibility, and dedication. Our interdisciplinary team brings together expertise from a variety of fields and disciplines to answer complex research questions by thinking across boundaries and generating innovative approaches.

Bright, enthusiastic individuals thrive at Arbor Research. We provide a rich benefits package along with high quality learning and development opportunities, and a casual yet professional work environment in support of achieving a positive work/life balance. These attributes provide our dedicated employees the flexibility to work collaboratively and creatively in order to make credible contributions to the research community. Join our diverse and dynamic team today and contribute to the improvement of patient care in the future!

More information about this opportunity and the benefit program at Arbor Research is available on the careers page at [www.ArborResearch.org](http://www.ArborResearch.org).

**Due to the ongoing COVID-19 pandemic, the majority of interviews will be conducted remotely rather than in person. Currently, employees at Arbor Research are still able to work outside of the office. Ongoing flexibility regarding employee's work location may be available.**

**All Arbor Research employees are required to be fully vaccinated for COVID-19, except in limited circumstances where an employee is legally entitled to an accommodation. New employees will be required to submit proof of vaccination status prior to their first day.**

### Characteristic Duties and Responsibilities

- Work with the Managing Analyst and Lead Investigators as needed to ensure completion of assignments in a timely manner.

- Consistently adhere to strategies and utilize tools in place to ensure accuracy, programming, and documentation standards (e.g., analytical checklist, code reviews, etc.), while displaying a professional and exemplary work and research ethic in both attitude and accomplishment.
- Successfully and independently accomplish a wide variety of analytical requests, including in-depth requests for technical reports, performing simple quick-turnaround data requests for funding sources and the general public, and performing analyses for investigators or sponsors.
- Prepare medical and statistical research papers and presentations in support of epidemiologic and health policy research.
- Assist with preparation of tables and figures for inclusion in a variety of written materials.
- Attend conference calls and national conferences.
- Develop SAS code for completing analyses and validation of results for public reports.
- Develop and demonstrate mentorship abilities.

## Core Values

Our core values define who we are as an organization and serve as the foundation of our code of ethics. Arbor Research expects all employees to embody these and demonstrate them in our day-to-day work.

### **Collaborative Spirit**

We expect each staff member to learn from and teach one another, and ask each to exhibit a curiosity and respect for the contributions of others.

### **Creativity**

We strive to cultivate a challenging, stimulating, and supportive environment where our employees are expected to be inquisitive, take initiative, and demonstrate ingenuity.

### **Credibility**

Our employees are smart, thoughtful, and objective in their work. We expect them to be technically solid in their area of expertise, and for those conducting research to demonstrate scientific rigor.

### **Dedication**

Our team achieves success because of our dedication to carrying out high quality work and delivering trusted results.

## Supervision Received

General administrative supervision is received from the Managing Analyst. Close collaboration is expected with Senior and Principal Investigators.

## Supervision Exercised

None.

## Required Qualifications

- Master's degree in quantitative field (Statistics, Biostatistics, Epidemiology, Economics, Public Health, Public Policy, etc.) or equivalent combination of education and experience
- At least 3 years professional statistical programming experience and/or coursework
- At least 2 years professional experience with statistical software, SAS preferred
- Excellent understanding of statistical concepts and fluency in analytical approaches for health care
- Strong oral/written communication skills with a wide variety of audiences
- Proficiency in Microsoft Office applications

## Desirable Qualifications

- Health research background
- Familiarity with Medicare data, including claims
- Familiarity with health care quality measures

Visit <https://www.arborresearch.org/Careers/Opportunities.aspx> to apply. Job Applicants must submit a personalized cover letter and resume.

## No Recruiters or Staffing Firms please

E-Verify is an Internet based system operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration (SSA) that allows participating employers to electronically verify the employment eligibility of their newly hired employees in the United States. Arbor Research Collaborative for Health participates in E-Verify to confirm that individuals offered employment are legally authorized to work in the United States.

Arbor Research Collaborative for Health is an equal opportunity/affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, age, sexual orientation, gender identity, status as a protected veteran, or status as a qualified individual with a disability. Arbor Research Collaborative for Health provides reasonable accommodation upon request, in accordance with State and Federal laws.

## Equal Opportunity Employer/Protected Veterans/Individuals with Disabilities

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information.