General Description
Provides advanced level expertise in the initiation, design, and implementation of routine and complex research projects for the Georgia Career Information Center, such as serving as lead researcher in the collection and analysis of data, determining the data’s reliability, preparing publications/reports from analyzed data, and presenting information in meetings and conferences.

Examples of Duties
- Leads in the research and analysis of labor market and education information.
- Initiates, writes, and edits routine and complex reports and materials for publication.
- Leads and initiates the collection, analysis, and maintenance of occupational and survey data.
- Determines the reliability of the collected data.
- Collaborates with analysts from other states in developing report/publication materials.
- Represents the Center and University at meetings and conferences.
- Presents information in meetings and conferences.
- Communicates research findings, publications, reports, and presentations to the appropriate entities at the Georgia Career Information Center.
- Performs other advanced level and research oriented duties as assigned.

Knowledge, Skills, and Abilities
- Knowledge of routine and complex research techniques and methodologies.
- Knowledge of computer software, such as MS Word, MS Excel, PowerPoint, and Access, and hardware.
- Effective time management, customer service, analytical, and organizational skills.
- Effective oral and verbal communication with external and internal customers.
- Ability to multi-task, train and supervise staff, use independent judgment.
- Ability to conduct labor market analysis, statistical analysis, and public surveys.

Minimum GSU Hiring Standards
Bachelor’s degree and four years of related experience; or a combination of education and related experience.