

Job Title: Social Network Research Associate

Reports To: Supervisor, Research

Pay: Hourly rate plus bonuses, Base rate increases rapidly with length of employment

To apply: Please email resume to careers@comlytics.com

Community Analytics is a research organization that is based on the principles of social networking. As a Social Network Research Associate (RA), you are the heart of Community Analytics, connecting us to community members. Through one-on-one interviews, you will personally engage members to understand their opinions and the relationships that are important to them.

We reach out to both professional and alumni communities to discover relationships and understand the community pain points, which are relayed to our research sponsor. Our Analytics Team maps these relationships through social network algorithms and identifies the group that needs to have a voice.

For example, our RAs interviewed alumni from a private University and uncovered a startling trend. Many alumni really want to be involved with the University but they were disconnected because they moved away and events were only held on campus. Alumni suggested that the University hold regional events and other functions so that they could be more involved. So, our consultants worked with the University to plan regional events where a few Key Network Members were invited to speak. This greatly improved alumni involvement, because not only did the University listen to their alumni by holding regional events, but they invited people to speak that are important to them, the Key Network Members. In the end the community was happier and the University recruited 4 new Trustees.

Creating more of these positive experiences starts with our Social Network Research Associates! We strive to create an environment that allows for good conversation and reflection between you and the community. We don't conduct surveys; we have genuine conversations where Members feel good about talking to us and sharing their thoughts.

Here are the qualities we're looking for in our RAs:

1. Passion
2. Integrity
3. Reliability
4. Great listening skills
5. Strong conversational skills
6. Flexibility – willingness to take on new initiatives and responsibilities

Here's what it takes to flourish in our work environment and be a successful RA:

1. Teamwork
2. Critical Thinking
3. Problem Solving
4. Time Management
5. Outstanding attention to detail, accuracy and quality of work
6. Ability to interpret verbal queues to properly address Member concerns
7. Continuous learning

- 8. Entrepreneurial spirit
- 9. Ability to thrive in a fast-paced, high pressure environment
- 10. Drive to succeed

Here are your major responsibilities:

- 1. Conduct one-on-one phone interviews with target audiences to uncover the relationships that help guide our consulting services
- 2. Participate in brainstorming sessions to improve campaigns
- 3. Assist Research Team in campaign preparations
- 4. Assist Supervisor in training new hires