The Survey Research Center at the Woodrow Wilson School of Public and International Affairs seeks applications for the new University Administrative Fellows (UAF) program. Applicants should submit a cover letter and one copy of their résumé via email to Helen Varone (hvarone@princeton.edu).

About the Survey Research Center:

The Princeton University Survey Research Center (SRC) was founded in 1992 with a grant from the Andrew W. Mellon Foundation. The SRC is a resource for Princeton University students, faculty, and administration. The SRC has three principal activities: consultation, education and project management.

Consultation

The Survey Research Center Associate Director regularly meets with faculty members and University administrators who are planning or conducting survey projects. At the design stage, this requires consideration of alternative study plans, definition of the study population, selection of appropriate sampling data collection techniques, and design of the analysis plan. Faculty members are advised on managing projects conducted through the Survey Research Center and soliciting bids from survey research firms for conducting large-scale surveys.

Education

The Associate Director of the SRC teaches a graduate seminar on survey research methods at the Woodrow Wilson School of Public and International Affairs (WWS 593e). The course teaches state-of-the-art survey methods and covers topics such as the use and misuse of survey methods, sources of error in survey design and analysis, questionnaire development and testing, data collection techniques, coding and data processing, experimental design, and ethical issues in survey research. The course also focuses on survey designs for policy evaluation studies and public opinion research.

The SRC provides guidance and resources for students who are completing senior theses, junior papers, or dissertations. Students are encouraged to use the telephone center and the SRC's web survey tools for conducting their own data collection projects.

Project Management

The SRC provides project management resources for faculty and students. For survey projects that are conducted at the Center, the SRC provides web survey programming, project management, interviewer supervision, and assistance with data processing and calculation of sample weights. For survey projects that are subcontracted to outside firms, the SRC provides off-site project monitoring, interviewer training, and assistance with data processing and analysis.

Learning Objectives:
The UAF selected for assignment to the Survey Research Center will be given the opportunity tolearn the basic administrative and scientific aspects of directing a university-based survey research program. There are more than 100 colleges and universities in the U.S. that have survey and polling centers, and even more centers based at universities outside the U.S. Survey researchers are also employed at non-academic research institutes such as the RAND Corporation and the Urban Institute, and at research-oriented foundations such as the Robert Wood Johnson Foundation and the Kaiser Family Foundation. Thus, the fellowship has the potential to broaden employment opportunities in both academic and non-academic research settings.

**Administrative Objectives:**

The fellow will be expected to learn basic skills required for managing a variety of staff members employed in survey research, including telephone and field interviewers, coders, field supervisors, and survey programmers. Fellows will also learn basic financial management of research projects and financial management for the survey center as a whole. The fellow will also spend time with various staff members to learn about how they conduct their work and what skills are needed to carry out their task assignments effectively. He or she will be expected to attend weekly staff meetings, and provide thoughtful and creative suggestions for addressing center management issues.

**Scientific Objectives:**

The fellow will learn the basic aspects of conducting polls and other kinds of survey research. These include gaining basic competence in project management, survey design, sampling and weighting, questionnaire design and programming, interviewing, data coding, and preparation of data files for statistical analysis. The fellow will be expected to assist in managing one or more of the SRC's ongoing survey projects. These projects are typically conducted on behalf of faculty members or students at the University and involve managing interviewers, interacting with vendors or service providers (such as print and mail services), monitoring budgets, tracking expenses, and monitoring data quality.

**Prerequisites:**

Applicants for the UAF position at the SRC will be expected to have:

- basic familiarity with the research process as demonstrated by undergraduate or graduate course work or special projects or previous employment
- completion of a graduate level statistics course such as WWS 507, POL 502 or ECO 513