



# Corners

## Center for Neighborhood Engaged Research & Science

### **Qualitative Research Associate (Doctoral-Level)**

Center for Neighborhood Engaged Research & Science (CORNERS)

The Institute for Policy Research

Northwestern University | Evanston, IL

#### **Position Summary**

The Center for Neighborhood Engaged Research & Science (CORNERS) seeks a Qualitative Research Associate to support and lead core components of research and evaluation studies examining violence prevention, public safety, criminal justice reform, and neighborhood health, safety, and wellbeing. The Research Associate will contribute to study design, data collection, coding and analysis, and reporting across multiple concurrent projects that have a qualitative research focus.

This role is ideal for an early career qualitative researcher who is qualitatively skilled, methodologically rigorous, highly organized, flexible and adaptable, and comfortable working in a dynamic, fast-paced research environment.

#### **Primary Responsibilities 1. Qualitative Study Design & Implementation**

- Support development of qualitative research protocols, interview guides, and focus group instruments.
- Conduct in-depth interviews, focus groups, and field observations.
- Contribute to sampling strategies and recruitment tracking.
- Ensure ethical compliance, informed consent procedures, and IRB documentation.

#### **2. Data Management & Analysis**

- Lead and support coding of qualitative data using software.
- Develop and refine codebooks in collaboration with senior research staff.
- Conduct analysis and generate findings across data sources.
- Maintain high standards of documentation and analytic transparency.

#### **3. Research Reporting & Synthesis**

- Draft analytic memos, findings summaries, and research and evaluation briefs.
- Contribute to peer-reviewed manuscripts and funder reports.
- Translate qualitative findings into clear, structured insights that inform evaluation and policy.

#### **4. Project Support and Coordination**

- Track qualitative data collection timelines and deliverables.
- Coordinate with quantitative team members to support mixed-methods integration.
- Participate in internal research meetings and analytic reviews.

#### **5. Other**

- Help train, support, and provide oversight of other team members (e.g., junior colleagues, students) in qualitative research design, methods, approaches, analyses, and processes.
- Other duties as assigned by Directors and/or Senior Leadership.

## Qualifications

### Required

- Ph.D. in social sciences discipline such as sociology, criminology, public policy, public health, anthropology, or related field.
- Formal training in qualitative research methods.
- Demonstrated experience conducting interviews, focus groups, ethnographic observations.
- Experience coding and analyzing qualitative data using analytic software.
- Strong writing, analytic, and synthesis skills.

### Preferred

- Experience working on violence prevention, criminal justice, or community-based research.
- Experience in applied or evaluation research settings.
- Ability to manage multiple projects, tasks, and priorities simultaneously.
- Familiarity with mixed-methods research design.
- Experience writing evaluation reports for external partners.

### Core Competencies

- Strong qualitative analytic reasoning
- Attention to methodological rigor
- Clear and concise writing
- Organizational and project management skills
- Collaborative team orientation
- Professionalism in community-facing research contexts
- Agile and comfortable working in a dynamic setting where priorities can shift based on rapidly changing external factors
- Comfortable working with participants and data related to gun violence and victimization

### Work Environment

This position is based in Evanston and may require local travel for interviews or field-based research activities.

### How to Apply

Please send CV/resume, brief letter of interest, and writing sample that illustrates experience developing or conducting qualitative research to Liza Bertoli, CORNERS' Program Assistant (with subject line "Qualitative Research Associate Application") at: [Liza.Bertoli@Northwestern.edu](mailto:Liza.Bertoli@Northwestern.edu).