

# Kansas Health Institute

## Career Opportunities

### ROLE DETAILS

<b>Title:</b>	Senior Analyst or Analyst
<b>Organization</b>	Kansas Health Institute
<b>Location:</b>	212 S.W. Eighth Avenue, Suite 300, Topeka, KS 66603
<b>Full or Part Time:</b>	40 hours per week (full time)
<b>Salary and Benefits:</b>	Salary will be commensurate with experience and qualifications. Benefits include health insurance, retirement and other fringe benefits, and resources for professional development.
<b>Reports To:</b>	Vice President for Fiscal and Health Policy
<b>How to Apply</b>	Please submit a letter of application with resume or curriculum vitae, names of three references, and two samples of written work to Lyndsey Burkhart (please see below).
<b>Application deadline:</b>	Applications will be taken until the position is filled.
<b>Contact:</b>	Lyndsey Burkhart Email: <a href="mailto:LBurkhart@khi.org">LBurkhart@khi.org</a> Phone: 785-233-5443 Fax: 785-233-1168

### KANSAS HEALTH INSTITUTE

The Kansas Health Institute ([www.khi.org](http://www.khi.org)) is an independent, nonprofit health policy and research organization that informs policymakers about important issues affecting the health of Kansans. Our mission is to inform policymakers by identifying, producing, analyzing and communicating information that is timely, relevant and objective.

The Kansas Health Institute has its primary office adjacent to the State Capitol in Topeka, Kansas. A family-oriented community of 120,000 in northeast Kansas, Topeka is located near the University of Kansas in Lawrence ([www.ku.edu](http://www.ku.edu)), and an hour from both the Kansas City metropolitan area ([www.kcchamber.com](http://www.kcchamber.com)) and Kansas State University in Manhattan ([www.k-state.edu](http://www.k-state.edu)).

### ROLE PURPOSE

An Analyst/Senior Analyst will conduct qualitative research and evaluation studies in such fields as public health systems and services, community health improvement, population health, health policy and public health finance. This position will support a wide range of projects involving survey collection and analysis as well as utilizing qualitative research methods such as focus groups and key informant interviews. The preferred candidate will have experience working with diverse populations. In addition, the Senior Analyst must demonstrate analytical knowledge and strategic thinking and will be expected to lead projects, mentor analysts and engage in project planning. The Senior Analyst position also requires interpersonal skills to work with a broad range of internal and external parties.

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### AREAS of RESPONSIBILITY (Required unless noted otherwise.)

<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Conduct program and policy evaluation studies related to health insurance programs and community health improvement initiatives.</li> <li>• Identify and summarize existing information on population health topics.</li> <li>• Identify, develop and lead activities in research and policy projects.</li> <li>• Write analytic reports that summarize findings, using appropriate qualitative analytic methods.</li> <li>• Create and deliver presentations of project findings for internal and external audiences, including policy makers.</li> <li>• Develop collaborative relationships with faculty and staff at state universities, private associations and state agencies.</li> <li>• Assist other analysts in designing, implementing and analyzing research activities using qualitative techniques. (Preferred for Analyst)</li> </ul>
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### KNOWLEDGE & EXPERIENCE (Required unless noted otherwise. Please address these criteria in your application.)

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A master’s degree in the social sciences, public health or a health-related field is required.</li> <li>• Classification as a Senior Analyst depends on the applicant’s education level and experience. A doctoral degree is preferred.</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Proven analytical skills, including demonstrated ability to use qualitative evaluation and research methods with focus groups and key informant interviews. Ability to work with survey data.</li> <li>• Sound understanding of the role strategic communication plays in conveying actionable information to policymakers.</li> <li>• Strong written and verbal communication skills with experience in writing clear, succinct briefs and reports.</li> <li>• Proficiency with software to assist in the analysis of qualitative research data. (Preferred for Analyst)</li> <li>• Ability to effectively represent the organization at events including intra-, inter-organization and national meetings. (Preferred)</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Demonstrated experience to work successfully in a team environment.</li> <li>• Demonstrated experience with program evaluation and qualitative evaluation methods. (Preferred for Analyst)</li> <li>• A track record in grant writing and project management. (Preferred)</li> <li>• Demonstrated experience working on issues of health disparities and/or working with diverse communities. (Preferred)</li> <li>• Experience in working with external partners. (Preferred)</li> </ul>

# **Kansas Health Institute Career Opportunities**

## **ADDITIONAL INFORMATION**

- The Kansas Health Institute is an Equal Opportunity Employer that values diversity and actively encourages applications from people with diverse backgrounds and people with a disability.