**Research Assistant / Research Associate**

Make a difference in transportation safety!

Toxcel’s Engineering and Behavioral Sciences Division provides technical support to Federal and state customers in the areas of transportation safety and operations, human factors, cognitive and social psychology, civil engineering, public health, communications and outreach, statistics, and other research areas. Our motto is “Scientific Excellence to Serve Others.”

Toxcel currently has an open transportation research support position that includes but is not limited to the following types of tasks: literature reviews, research study support (e.g., recruitment of participants, running data collection in the lab/field, interviews, report writing), supporting outreach such as webinars, focus groups, and meetings (e.g., note-taking at meetings, developing materials), supporting proposal development (e.g., coordinating, file management, developing content), formatting and editing reports.

Qualifications:

* Bachelor’s Degree is a minimum requirement. Preference for candidates in the social sciences (psychology, sociology, public health, English, business, etc.), but candidates in the physical sciences or engineering will also be considered.
* Basic knowledge of the scientific method and research design and analysis. The ideal candidate will understand how to read and evaluate research papers. Candidates also should be able to conduct basic research using library databases, internet searches, media reports, legislative documents, etc.
* Analytical thinking and synthesis of information. Candidates should be able to critically review research materials for quality, accuracy, and interpretation. Candidates also should be able to contribute to conversations with other staff to develop research questions and hypotheses and approach.
* Attention to detail. Candidates need the ability to follow instructions, carefully read and promptly respond to emails and other communication, and develop well-written work products. Candidates should be willing to ask well-thought-out questions and follow-up if clarification is needed.
* Excellent written communication. Candidates should have strong writing skills and may be asked to provide a writing sample from previous jobs or coursework. Our work requires the development of convincing, credible, and clearly-written products such as proposals, work plans, literature reviews, policy analysis, research reports, and peer-reviewed journal articles.
* Ability to work independently. Most Toxcel staff and our clients work remotely, although we are very collaborative. Candidates should be comfortable working remotely and capable of initiating and/or participating in conversations/meetings using the phone and Microsoft Teams.
* Flexibility and willingness to learn. Toxcel is a small business, so staff fill roles as needed. This position offers opportunities to gain skills and experience in all aspects of research across a variety of topics. The ideal candidate will be willing to absorb information and procedures, learn new topic areas, and adapt to new challenges.
* Specialized knowledge in transportation, safety, human factors, data science and statistics, or public health are highly desirable but not required.
* Some travel may be required (less than 10%).

Toxcel has an office in Gainesville, VA but the majority of employees in the Engineering and Behavioral Sciences Division work remotely from home. Candidates located in the Washington DC metropolitan area are preferred, but it is not required. Consideration will be given to candidates located outside of the area based on their resume and experience.

For more information about Toxcel, go to [www.toxcel.com](http://www.toxcel.com).

For more information or to apply, send resume and cover letter to Carrie Redden at [carrie.redden@toxcel.com](mailto:carrie.redden@toxcel.com).