

Associate Consultant – Great Place to Work® Institute, Inc.

Are you looking for **more than “just a job”**? Would you like your work to **make a difference** in the world and in the lives of thousands of people? Would you like to join a team of **intelligent, committed, passionate** individuals? Are you interested in working in a **casual, fun, and flexible** working environment – with **excellent benefits** and a **consulting career path**?

If so, read on!

Great Place to Work® Institute

With a mission to “build a better society by helping companies transform their workplaces”, Great Place to Work® Institute is a small, privately owned company that has been identifying and researching great workplaces for 25 years. We produce the list of Fortune’s “100 Best Companies to Work for”® that appears in one of the magazine’s best selling annual issues. Based on our research with best companies, Great Place to Work® Institute has a respected consulting practice that assists companies in measuring, benchmarking, and improving employees’ experiences in their organization. For more information about the Institute, and how you can help create great workplaces, visit our website: www.greatplacetowork.com

Associate Consultant

Associate Consultants have a solid basis of analytic skill and a repertoire of best practice knowledge. Their core expertise and job responsibility is analysis – from survey & report design, to quantitative & qualitative data analysis and writing recommendations/findings for the client. Their learning edge is in building credibility and expertise in structured in-person client engagements, which they deliver in partnership with Consultants.

KEY RESPONSIBILITIES

Lead Scoping & Analysis for Consulting Engagements

Apply understanding of clients’ business & organization, action planning best practices and analytic skill to:

- Advise clients on engagement design & implementation; Develop strong, sustained relationships as one of the primary interfaces between GPTW and clients
- Define analysis & reporting requirements that will meet clients’ needs
- Design demographics, organizational trees and survey that will drive needed analysis
- Ensure accurate data is prepared to produce desired reports & answer analytic questions
- Produce all report elements using GPTW’s reporting tools; create custom graphs as needed
- Conduct quantitative & qualitative analysis; Determine recommendations in partnership with Consultant
- Write findings reports and/or create results presentations
- Brief Consultants on client results in as part of joint design of presentation to the client

Serve as Analytic Resource for CSD Team

- Evaluate applications of companies applying to Best Companies lists
- Conduct analysis of results, write findings reports and/or create results presentations for Employee Focus Groups

- Build personal and team knowledge of Best Practices by capturing trends from research databases, client visits, conferences, etc
- Conduct data analysis or research and prepare presentations/graphs of results, as needed on client engagements

ADDITIONAL RESPONSIBILITIES

Partner in Delivery of Structured Client Engagements and Build Consulting Subject Matter Expertise

POSITION REQUIREMENTS

- Minimum: BA degree; Preferred: BS/MS Degree, with organizational development or business focus
- Minimum: Research, Data Analysis, or Client Management experience; Preferred: Consulting, Organizational Development, Training, Organizational Change experience
- Minimum: 3 years experience; Preferred: 5 years
- Minimum: Strong Business Acumen, Qualitative/Quantitative Research knowledge; Preferred: Organizational Development, Organizational Change knowledge
- Supervisory experience not required. Preferred: Project team management; Client relationship management

Demonstrated Skills:

- Demonstrated excellence in verbal and written communications.
- Expertise in understanding organizational structures, managing survey data, and conducting quantitative and qualitative analysis.
- Demonstrated competency in developing credibility and trust with clients.
- Demonstrated success in managing conflicts and deadlines.
- Demonstrated leadership, teamwork and client management skills.
- Proven ability to think creatively, make independent decisions, and utilize judgment in determining project scope and/or deliverables.
- Proven ability to design and deliver advice confidently and customized to client.
- Self-starter requiring minimal supervision with “can-do” and responsive attitude which inspires fellow team members toward positive outcomes.
- Detail and quality oriented.
- Proven organizational skills and ability to prioritize and manage multiple tasks across simultaneous projects
- Expert in Microsoft Word, Excel, PowerPoint. Desire and willingness to learn new applications.

Please forward resume and cover letter (stating salary expectations and where job posting was found) to jobs@greatplacetowork.com. Resumes without cover letters and salary expectations will not be considered. No phone calls, please.

Great Place to Work[®] Institute, Inc is an Equal Opportunity Employer

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