

# Christopher Young

## Professional Experience

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### **RAND Corporation, Santa Monica, CA**

Sept '17 – Present *Policy Analyst III*

- » Project manager for the American Educator Panels: 2 nationally representative panels of teachers and principals
- » Develop protocols for, and oversee recruitment of, new panelists
- » Supervise a team of research staff including a statistician, data manager, helpdesk support and survey programmers
- » Coordinate and facilitate focus groups
- » Collaborate with research partners to develop business strategies to meet growing demand for the panels.
- » Develop, scope and manage survey project budgets between \$50 thousand and \$2 million as well as overall project budgets exceeding \$10 million
- » Coordinate with and respond to requests from Project Officers at various institutions
- » Maintain client relations from inquiry through project lifecycle including contract negotiation and acquisition of Data Use Agreements
- » Prepare bid and proposal budgets and draft contracts for potential projects
- » Coordinate instrument review and revisions between client and content experts
- » Manage gift card requisition and distribution

Oct '15 – Sept '17 *Research Finance Administrator*

- » Collaborate with PIs and other project staff to develop proposal budgets, track proposal activities, and meet RFP requirements and deadlines
- » Generate and maintain project budgets in consideration of awarded scope of work as well as any changes to staff, overhead rates, or other expenditures since proposal budget was submitted
- » Assist project staff with managing project budgets including tracking project expenditures, spending rates, and overruns throughout the life of the project
- » Investigate data and provide financial analysis to management teams
- » Train new staff on various aspects of budgeting software and best practices

Oct '12 – Oct '15 *Survey Coordinator*

- » Managed survey data collection for large health and education studies
- » Coordinated planning and execution across multiple modes of data collection including: web, mobile, telephone, and mail surveys; field tracking; focus groups; as well as semi-structured and cognitive interviews
- » Directed survey instrument design, development and dissemination
- » Routinely performed Quality Assurances on data as it was being collected
- » Recruited and trained field and telephone data collectors
- » Supervised data collection staff in the office as well as in the field
- » Managed budgets and billing for materials, staff and contractors

## Professional Experience Continued

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### IRIS West, Claremont Graduate University School of Education, Claremont, CA

Jan '09 – Oct '12 *Research Assistant*

- » Coordinated the assembly, editing and formatting of all parts of a successful 5-year, U.S. Department of Education proposal submission
- » Managed a team of 3 research assistants in the data collection and analysis for a study of faculty vacancies and survey of job search coordinators
- » Managed the design, printing and dissemination of study findings and reports
- » Sourced and managed subcontractors for print services
- » Assisted in the development of survey instruments, identification of samples, as well as the collection and analysis of data

## Education

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### California State Polytechnic University, Pomona, CA

Master's in Urban and Regional Planning, Focus: Environmental Policy

*Master's Thesis: The Effects of the Palmdale Water District's 2009 Rate Change on Household Water Conservation*

### Pitzer College, Claremont, CA

Bachelor of Arts, Graduated with honors, Major: International Environmental Policy

*Thesis: Shaping Water Policy: Political Influences in the European Union and United States*

## Continued Education

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2017	<i>Process Mapping:</i> RAND Corporation
2015	<i>Improving Your Project Management Skills: The Basics for Success:</i> American Management Association
2015	<i>Situational Leadership:</i> The Center for leadership Studies
2015	<i>Introduction to Survey Management:</i> Joint Program in Survey Methodology
2015	<i>Leveraging Mobile &amp; Social Technologies for Data Collection:</i> Joint Program in Survey Methodology
2014	<i>Designing Mixed-Mode Surveys:</i> Joint Program in Survey Methodology

## Honors and Awards

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2017	Spotlight Award, RAND Corporation
2013	Impact Award, RAND Corporation
2012 – 2013	Sally Casanova California Pre-Doctoral Scholarship
2012 – 2013	California Planning Foundation Outstanding Student Award
2011	Fulbright Fellowship to Bulgaria, 2011-2012 academic year (Declined)
2009 – 2011	W.M. Keck Foundation Scholarship for Academic Achievement
2010	Benjamin A. Gilman International Scholarship
2009 – 2011	New Resource Grant – Pitzer College

## Peer-Reviewed Publications

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Montrosse, B. E., & Young, C. J. (2012) Market Demand for Special Education Faculty. *Teacher Education and Special Education, 35*, 140-153

## Other Publications

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Young, C. J. (2013) *The Effects of the Palmdale Water District's 2009 Rate Change on Household Water Conservation*. Pomona, CA: California State Polytechnic University, Pomona

Young, C. J. (2011). *Shaping Water Policy: Political Influences in the European Union and United States*. In Z. Rahman, (Ed.) *Claremont–UC Undergraduate Research Conference on the European Union - Selected Papers* (137-165) Claremont, CA.

Smith, D. D., Young, C., Montrosse, B., Tyler, N. C., & Robb, S. M. (2011). *The Impending Shortage of Special Education Faculty: A Summary*. Claremont, CA: Claremont Graduate University, [www.cgu.edu/sefna](http://www.cgu.edu/sefna)

Smith, D. D., Tyler, N., Montrosse, B. E., Young, C., & Robb, S. M. (2011). *SEFNA Study Implications*. Claremont, CA: Claremont Graduate University, IRIS@CGU.

Smith, D. D., Montrosse, B. E., Robb, S. M., Tyler, N. C., & Young, C. (2011). *Assessing trends in leadership: Special education's capacity to produce a highly qualified workforce*. Claremont, CA: Claremont Graduate University, IRIS@CGU.

## Selected Presentations

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Young, C. & Cotugno-Zander, M. (May, 2015) *Unconventional Incentives + Community Partner Needs = Response Rates*. Presented at International Field Directors and Technology Conference, Fort Lauderdale, FL.

Young, C., Liu, K., Becker, K. & Slaughter, M.E. (May, 2015) *Tracking and Maintaining Contact with Young Adult Respondents*. Presented at International Field Directors and Technology Conference, Fort Lauderdale, FL.

Young, C. (May, 2011) *Shaping Water Policy: Political Influences in the European Union and United States*. Presented at Claremont–UC Undergraduate Research Conference on the European Union. Claremont, CA.