



## Research Analyst I

### Duties & Responsibilities

The Research Analyst I will be part of a growing team at the Center for Education Policy Research (CEPR) at Harvard University. CEPR is a unique partnership among districts, states, foundations, and university-based researchers designed to leverage the overwhelming amount of newly available school-, teacher-, and student-level data to address previously intractable policy questions in education and improve educational outcomes for all students. The Research Analyst I will be a key member of the CEPR team, helping education leaders around the country to learn what's working and what's not in education.

The Research Analyst's primary responsibility is to work, as part of a team, to conduct analyses that support the work of Center, including assessing the effectiveness of school level interventions (e.g., education software, afterschool programs, professional development, etc.). Amongst other work, the Research Analyst I will be deeply engaged in CEPR's Proving Ground project.

Specific responsibilities include:

### **Data Analysis & Programming:**

- Assemble, clean, manage, and analyze large longitudinal data sets derived from multiple sources.
- Evaluate data quality. Identify data outliers and anomalies that require resolution prior to analysis.
- Identify coding challenges and resolve or elevate them within the research team
- Execute standard analyses and help develop customized analyses that address questions of core interest to partner agencies
- Perform complex programming/analytic tasks with supervision

### **Partner Relations & Communications:**

- Participate in presenting key research findings to internal and external audiences.
- Contribute to drafting reports and presentations for partner leadership, including school boards, superintendents, and principals



## **Other Responsibilities:**

- Perform literature and web searches, summaries, and reviews in support of CEPR projects
- Collaborate with CEPR leadership, Harvard faculty, and partner agency staff to continually refine analytic work products.
- Contribute to the development of new projects and proposals.

**Candidates wishing to be considered must submit a resume and cover letter.**

**All candidates invited to interview will be asked to complete a memo based on a case study for their phone interview, and a case study presentation for the in-person interview.**

**This position is a term appointment for one year from the date of hire, with a strong possibility of continuation.**

## **Basic Qualifications**

Bachelor's degree in public policy, economics, statistics, computer science or a related field, prior to starting in the position. One year of related work experience.

## **Additional Qualifications**

Knowledge of statistics, computation and rationale.

At least one year of experience working with STATA and/or SAS programming and data analysis, which may include data management, cleaning, analysis, and report writing. Relevant coursework may count toward this experience.

Experience working with data of varying quality and from varied source systems.

Ability to communicate technical topics to non-technical audiences.

Proven ability to work under pressure, accurately assess problems, and develop solutions.

Knowledge of enterprise data management systems /tools a plus.

Familiarity with SPSS or R programming, Tableau, or Python a plus.

## **How to Apply**

All candidates must apply through [ASPIRE](#), Harvard's Recruitment Management System. Click on the "Search Openings" link and find CEPR job opportunities by searching with the keyword "CEPR".