



Research Analyst I

Harvard Graduate School of Education

Auto req ID: 48626BR

Duties & Responsibilities

Overview:

At the Center for Education Policy Research at Harvard University (CEPR) our mission is to transform education through the power of quality and evidence. We believe that if we want to dramatically improve educational outcomes for all children, evidence must play a critical role. To support education leaders, we generate relevant and accessible research; develop technical and organizational capacity within education agencies to uncover and use evidence; and create a community of schools and systems dedicated to using evidence.

The Research Analyst I will be part of a growing team at the Center for Education Policy Research (CEPR) at Harvard University. 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 student and school level interventions.

Amongst other work, the Research Analyst I will be deeply engaged in CEPR's Proving Ground Project as well as the research associated with the National Center for Rural Education Research Networks (a federally funded national center).

Specific responsibilities include:

Data Analysis & Programming:

- Assemble, clean, manage, and analyze large longitudinal data sets derived from multiple.
- 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



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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.

All candidates invited to interview will be asked to complete a memo based on a case study for their phone interview, and submit a sample computer program (e.g., STATA code, R code, etc.).

This is a one-year term position 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.
- Three years of related work experience. Education will be considered in lieu of work experience.

Additional Qualifications

- Knowledge of statistics, computation and rationale.
- At least one year of experience working with STATA and/or R 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.
- Knowledge of enterprise data management systems /tools a plus.
- Familiarity with R Shiny, Stan or Python a plus.

Additional Information

Applicants wishing to be considered must supply a cover letter in addition to their resume. Any applicant wishing to be considered for this position must indicate that they meet all the basic requirements in either cover letter or resume. Please attach cover letter and resume as one document.

We regret that the Harvard Graduate School of Education does not provide Visa sponsorship.

All candidates must apply through ASPIRE, Harvard's Recruitment Management System. Click on the "Search Openings" link and find CEPR job opportunities with the keyword "CEPR" or with the Auto Req ID 48626BR.