



## **Research Analyst I**

Harvard Graduate School of Education  
46927BR

### **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., chronic absenteeism, afterschool programs, professional development, etc.). Amongst other work, the Research Analyst I will be deeply engaged in CEPR's Proving Ground project.

### **Key responsibilities will 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 cover letter and resume.



Candidates will be asked to complete a memo based on a case study for their phone interview.

Candidates invited to interview in-person will be asked to complete a case study presentation and submit a sample computer program.

This position is a term appointment for one year from the date of hire, with strong likelihood of extension.

### **Basic Qualifications**

- Bachelor's degree, preferably in public or education policy, economics, statistics, computer science or a related field
- Three year of related work experience with a minimum of 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.

### **Additional Qualifications**

- Knowledge of statistics, computation and rationale.
- 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.

**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 of the basic requirements in either cover letter or resume.**

**Please attach cover letter and resume as one document**

### **Additional Information**

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

Candidates wishing to apply for this position must do so through [Harvard Careers](#) and search for **46927BR**.