



## **Research Analyst II**

Harvard Graduate School of Education  
46925BR

### **Duties & Responsibilities**

The Research Analyst II 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.

CEPR is looking to hire a talented Research Analyst II to contribute to research on important educational topics, such as chronic absenteeism, teacher effectiveness and human capital policies, students' pathways to college, and the relationship between students' non-cognitive capabilities and other short- and long-term outcomes. The research agenda carried out by the analyst will provide a foundation for decisions that improve student achievement and generate a growing demand for data analysis that fundamentally alters the way decisions are made in public education. At minimum, in the first year, this position will work solely on the 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 methodological challenges and resolve or elevate them within the research team
- Transform and combine data files
- Program and execute analyses. Develop new analyses that address questions of core interest
- Perform complex programming/analytic tasks with limited supervision

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

- Participate in presenting key research findings to internal and external audiences, such as partner agencies
- Draft reports and presentations for partner leadership, including school boards, superintendents, and principals
- Build strong relationships with the staff and leadership of partner agencies and organizations. Provide problem-solving, technical, and research support to partner agency/organization staff.

#### ***Other Responsibilities:***

- Perform literature searches, summaries, and reviews in support of CEPR project



## Center for Education Policy Research

HARVARD UNIVERSITY

- 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
- 3 years of professional experience working with a statistical programming software (preferably STATA and/or R) to conduct data analysis, including data management, cleaning, analysis, and report writing.

### **Additional Qualifications**

- Master's degree in one the fields listed above.
- Deep knowledge of statistics, computation, and rationale.
- Experience working with data of varying quality and from varied source systems; demonstrated preparation and cleaning skills.
- Excellent written and verbal communication skills.
- Ability to communicate technical topics to non-technical audiences.
- Proven ability to work under pressure, accurately assess problems, and develop solutions
- K-12 sector or university research experience, as well as knowledge of enterprise data management systems/tools (e.g., MS SQL, Oracle) a plus. Familiarity with R Shiny, Stan, or Python programming a plus.

### **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 **46925BR**.