

***E3 Alliance Position Description: Researcher
Classification: Professional – Exempt
Direct Supervisor: Director of Research***

DESCRIPTION: E3 Alliance uses data and collaboration to change education systems so all students succeed. We are nationally recognized for our passion and success in transforming education to improve equity and student outcomes. E3 is hiring a researcher to conduct statistical analysis of large-scale education data sets under the guidance of E3's Director of Research. E3's Researcher will work with a collaborative team to execute our research and analysis agenda to leverage data and drive action to address disparities and help every child reach their potential. This is a dynamic position with responsibility for contributing to longitudinal research projects, as well as hands-on programming, data analysis, research, visual representations, and communication of complex information related to student educational outcomes to influence stakeholder decision-making and policy.

Our Core Values: Collaboration | Data-driven | Equity | Learning | Relentless

E3 Alliance is unable to support candidates who require sponsorship to work in the United States.

Primary Duties and Responsibilities:

E3's Researcher performs a wide range of duties including, but not limited to the following:

- Utilize an equity lens when analyzing, visualizing, and sharing education data.
- Conduct statistical programming, data analysis, and data manipulation at the state Education Research Center in support of the on-going development and production of the Central Texas Education Profile.
- Provide programming (SAS, Stata, R, and/or Python) and subject matter support for the E3 Research Team.
- Provide analytic support and collaborate with stakeholders, including E3 leadership, staff, and partners to ensure that actionable data and information are available to support the work of E3 Alliance.
- Collaborate with communications staff to develop charts, graphs, infographics, tables, maps and interactive data displays that communicate information clearly for a variety of external audiences, effectively telling a story to drive decision-making and behavior change with an emphasis on equity.
- Provide analytic support and act as thought partner for other research staff in the execution of large- and small-scale research studies, data queries and grant deliverables.
- Manage estimates, timelines and deliverables for large- and small-scale research projects.
- Contribute to the drafting of research and analytics project definitions, including needs analysis, research questions, literature reviews, and analytical methods for both quantitative and qualitative studies.
- Collaborate with the Director of Research, VP of Investor Development and others in drafting of grant proposals.
- Present research findings to diverse audiences including school district and higher education stakeholders.
- Support E3's Research Director's facilitation of a network of education researchers, the Central Texas Education Research Collaborative, to enhance research capacity at education institutions within the region and to increase research collaboration and opportunities.
- Other duties as assigned

Job Qualifications:

- Recognition and respect for diversity of culture and background
- Master's (Ph.D. preferred) in education or the social sciences
- Python, R, SAS and/or SPSS programming or other similar programming experience with up-to-date applied technical skills
- Strong statistical background in addition to experience in managing and conducting research projects using mixed methodologies
- Experience working with large scale education datasets
- Strong interpersonal and communication skills
- Demonstrated collaboration skills when working with internal colleagues and external organization partners
- Demonstrated ability to leverage data and research to help address racial and income disparities in community outcomes

Preferred Qualifications:

- Direct experience with the use of data from the Texas Education Agency and/or the Texas Higher Education Coordinating Board
- Experience conducting analyses at the Texas Education Research Center (ERC)
- Experience with post-secondary student data and ability to lead analytic studies in post-secondary student and career outcomes
- Experience using multilevel modeling and quasi experimental analyses
- Demonstrated experience working with diverse stakeholders in the education community (e.g., school district personnel; community-based organizations)
- Knowledge of and connectivity to the Central Texas education ecosystem

Also required to exhibit the following work skills:

- Experience in Microsoft Office 365, Outlook/Exchange, project management tools, team data sharing, and web presentation tools
- Ability to prioritize and multi-task in a small team environment and manage multiple projects and deadlines
- Exhibit attention to detail and ability to deliver high-quality, tested analytic results
- Maintain the confidentiality of work-related information and materials, including interpretation of an adherence to federal FERPA and HIPPA requirements
- Ability to adhere to and support timelines and deliverables with internal and external partners
- Develop and maintain effective work relationships

Performance Expectations and Review Performance reviews will be conducted annually. Areas of evaluation may include but will not be limited to:

- Alignment with E3 Alliance Mission, Core Values and "Best At's"
- Success in carrying out duties as required by above job description
- Demonstrated teamwork and collaboration
- Initiative in taking on new responsibilities
- Respect of peers, co-workers and staff
- Ability to take guidance and supervision
- Compliance with E3 Alliance Policies and Procedures