

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

**DESCRIPTION:** Under the supervision and guidance of the E3 Alliance Associate Director of Research, and in collaboration with other members of the E3 research team as well as E3 staff, conduct statistical analysis of large-scale education datasets. Duties include providing research and analysis support to E3 Sr. Director of Learning Networks, Sr. Director of Community Solutions, and Chief Transformation Officer and executing Education Research Center (ERC) based analyses required to prepare E3's Central Texas Education Profile. Additional duties include collaboration in conducting the statistical analyses required by large and small scale research studies and, where appropriate, taking a leadership role in the completion of discrete project components. While the work is primarily analytic in nature, the incumbent will frequently interact with internal and external stakeholders in the definition of research needs and presentation of results.

**Primary Duties and Responsibilities:**

The Research Associate performs a wide range of duties including, but not limited to the following:

- Conducts 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.
- Serves as a primary analyst for ad hoc research requests from the E3 Sr. Director of Learning Networks, Sr. Director of Community Solutions, and Chief Transformation Officer and other E3 staff.
- Provides analytic support to other research staff in the execution of large scale research studies.
- Under the guidance of senior researchers, serves as project lead for small scale research projects.
- Contributes 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.
- Contributes to the drafting of grant proposals.
- Contributes to the drafting of literature reviews.
- Presents research findings to diverse audiences including school district and higher education stakeholders.
- Provides programming (SAS, Stata, R, and/or Python preferred) and subject matter support for the E3 Research Team.
- Other duties as assigned

**Minimum Qualifications:**

- Master's level degree in education or the social sciences
- Graduate hours in statistics, measurement, research design, programming or other coursework related to applied research and program evaluation
- A minimum of 1 years' experience working with large scale education datasets
- Strong interpersonal and communication skills
- Authorization to work for US Employer

**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
- Demonstrated experience working with diverse stakeholders in the education community (e.g., school district personnel; community-based organizations)
- Experience using multilevel modeling and quasi experimental analyses
- Ph.D. in education or a social science field

**Also required to exhibit the following work skills:**

- Maintain an established work schedule
- Ability to 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 negotiate timelines and deliverables with internal and external partners
- Develop and maintain effective work relationships
- Meet requirements for deliverables and deadlines

**Compensation and Benefits**

The E3 Alliance is housed at founding partner Austin Community College (ACC), and through this partnership is supported by ACC payroll and human resource systems. Therefore, E3 Alliance staff has access to ACC compensation and benefits systems, including generous vacation and sick leave, insurance, and other benefits.

- Salary based on experience
- Health care and dental insurance, TRS retirement benefits, disability insurance, and other standard ACC benefits

**Performance Expectations and Review**

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

- Success in carrying out duties as required by above job description
- Initiative in taking on new responsibilities
- Willingness to work as a strong team member
- Ability to accept guidance and supervision
- Compliance with E3 Alliance Policies and Procedures
- Alignment with E3 Alliance Core Values and “Best At’s”