

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

About E3 Alliance: E3 Alliance is a 501(c)(3) nonprofit founded in 2006 and located in Austin, Texas. E3 Alliance transforms education systems through data and collaboration so all students succeed. E3's core values are collaboration, data-driven, learning, relentless, and equity.

Description: E3 Alliance is seeking an entry level Research Analyst to work on a variety of projects and systems in support of our non-profit mission. Under the supervision and guidance of the E3 Alliance Director of Research, and in collaboration with other members of the E3 research team as well as E3 staff, The Research Analyst will conduct statistical analysis of large-scale education datasets. Duties include providing analytic support to the research team, as well as the Sr. Director of Learning Networks, Sr. Director of Community Solutions, and Chief Transformation Officer. Additional duties include executing Education Research Center (ERC) based analyses required to prepare E3's Central Texas Education Profile, collaboration in conducting the statistical analyses required by large and small scale research studies, supporting existing systems and developing new programs and applications, and, where appropriate, taking a leadership role in the completion of discrete project components. The ideal candidate thrives in a fast-paced, low-bureaucracy, multi-tasking environment, is a self-motivated learner and has a passion for education, programming, data analysis, and/or supporting a mission-driven organization. Our analytic tools include Python (using Pandas), R, SAS, and Stata. Our data visualization platform is built using Python (including Django), HTML, CSS, JavaScript (including D3), PostgreSQL, MySQL, and Apache, running on CentOS Linux.

Primary Duties and Responsibilities:

The Research Analyst will perform a wide range of duties including, but not limited to the following:

- 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
- Obtain and analyze data and information from various public sources such as TEA, THECB, TWC, and Texas State Data Center websites
- Develop re-usable scripts and programs to extract data from public sources and maintains program library
- Provide analytic support to other research staff in the execution of large-scale research studies
- Provide programming (SAS, Stata, R, and/or Python preferred), statistical modeling, and subject matter support relating to E3's research portfolio
- Create and update charts and other data visualizations in PowerPoint, Excel, R and/or Python, to portray data results clearly and in a way that is meaningful to various audiences
- Assist in the development of dissemination materials, including presentations, briefs, reports, and journal articles

For interested and/or qualified candidates, there will be opportunities to collaborate with the team and develop skills related to:

- Deploying research findings online via the development of new web applications and/or integrations

- Contribute to the drafting of research and analytics project definitions, including needs analysis, research questions, literature reviews, grant proposals, and analytical methods for both quantitative and qualitative studies.
- Presenting research findings to diverse audiences including school district audiences including school district and higher education stakeholders.

Minimum Qualifications:

- Bachelor's degree
- Programming experience with Python, R, SAS, or Stata
- Experience with Microsoft Office suite and collaboration applications (MS Teams, SharePoint, Google Drive)
- High level understanding of software development process
- Excitement and eagerness to learn new technologies
- Flexible and willing to accept a change in priorities as necessary
- Strong attention to detail
- Excellent written and oral communications skills
- Results-oriented, self-motivated to be productive and driven by sense of urgency
- Recognition and respect for diversity of culture and background
- Drive and eagerness to learn
- Strong problem solving and interpersonal skills
- Able to work independently and take initiative, as well as work collaboratively with a team
- Alignment with the mission and vision of E3 Alliance

Work authorization:

- United States (Required)

Preferred Qualifications:

- Experience with JavaScript, Django, MySQL, D3, and/or PostgreSQL.
- Experience manipulating large datasets
- Experience creating data visualizations
- Experience working with education data, specifically large education datasets
- Experience working on research projects outside of coursework

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 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”