

***Position Description: E3 Alliance UT Graduate Research Assistant***

***Classification: 20 hrs per week***

***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.

**Position Description**

This Graduate Research Assistant (GRA) placement is created and funded by The University of Texas at Austin (UT) as part of the partnership between E3 and UT. The GRA will work closely with E3's Research and Analytics team and support E3's Community Solutions, Learning Networks, and Transformation Services teams.

**Primary Duties and Tasks**

- Statistical modeling and research support relating to E3's research portfolio
- Assist in the development of dissemination materials, including presentations, briefs, reports, and journal articles
- Create 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
- Obtain and analyze data and information from various public sources such as TEA, THECB, TWC, and Texas State Data Center websites
- Conduct literature reviews on diverse topics in education (e.g., teacher effectiveness, best practices for English language learners, higher education persistence, increasing attendance best practices in early child hood education)
- Provide programming support for the E3 Research Team

**Ideal Candidate**

Candidate must have a passion to improve public education and the ability to use objective data to drive effective action. Candidate must have excellent verbal and written communication skills and work effectively both independently and as a member of a collaborative team. Candidate must have proven ability to manage multiple projects simultaneously while paying attention to detail. Candidate should have experience with quantitative data analysis, either as part of course work or as part of research projects.

**Required Education / Skills / Experience**

- Enrolled in UT Graduate Program
- Team-oriented, ability to work in a close-knit, entrepreneurial environment
- Highly organized, with the ability to initiate and manage projects, balance competing priorities, and multi-task
- 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
- Alignment with the mission and vision of E3 Alliance
- Solid technical skills, including experience with SAS, STATA, R, Python, Microsoft Office suite, collaboration applications (MS Teams, Sharepoint, Google Drive)

- Strong attention to detail with a positive, problem-solving approach
- Ability to provide excellent customer service in all interactions representing E3 Alliance

### **Preferred Qualifications**

- Education, social sector and/or nonprofit experience preferred
- 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)

### **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 partners
- Develop and maintain effective work relationships
- Meet requirements for deliverables and deadlines

### **INDICATORS OF SUCCESS**

- The E3 Staff have the support needed to effectively execute their work
- Positive feedback from peers on adherence to our Core Values, “Best At’s” and overall performance
- Assigned projects and associated tasks are completed on time and with a high satisfaction score from staff
- GRA’s workload is effectively managed