



POSITION DESCRIPTION

Senior Research Assistant

THE ORGANIZATION

Research for Action (RFA) is Philadelphia-based nonprofit organization that seeks to use research as the basis for the improvement of educational opportunities and outcomes for traditionally underserved students. Our work is designed to strengthen public schools and postsecondary institutions; provide research-based recommendations to policymakers, practitioners and the public at the local, state and national levels; and enrich the civic and community dialogue about public education. RFA conducts qualitative, quantitative and mixed-methods studies locally, regionally and nationally and works with a variety of stakeholders, including public school districts, educational institutions, charitable foundations, policymakers, and cultural and community organizations. RFA staff members possess expertise in a range of content areas, including literacy, postsecondary education, district and school improvement, civic engagement for education reform, and youth development. At the center of RFA's work, we believe that:

- Researchers and practitioners can, and must, learn from each other. Our research is built on strong partnerships with a range of stakeholders. We build relationships to expand knowledge, foster collaboration, increase capacity, and impact public dialogue and decision-making.
- Research should not sit on a shelf. Our publications are packed with practical questions and actionable recommendations, and we work hard to ensure that our research is accessible to all parties and bolsters civic dialogue.

POSITION SUMMARY

Research for Action (RFA) is seeking a senior research assistant to contribute to policy and evaluation studies in urban educational settings through research, data analysis, and writing. The senior research assistant will participate in a variety of team-based research projects across a range of content areas.

ESSENTIAL RESPONSIBILITIES

- Work on project teams to carry out a variety of research activities including: taking responsibility for fieldwork at specific sites, writing up fieldnotes, developing and administering surveys, conducting web searches, organizing data into spreadsheets, and analyzing data.

- Draft case studies, internal analytic memos, literature reviews; draft sections of research reports; develop PowerPoints, fact sheets and other research products.
- Contribute to RFA development efforts by networking around areas of professional interest and assisting in proposal writing.
- Teach and coach staff in specific skill areas; embrace all relevant technology used in data organization, data analysis, and publishing reports.

SKILLS & EXPERIENCE

- Master's degree in relevant field such as education, sociology, psychology, public policy, or anthropology.
- Qualitative and/or quantitative research experience in educational settings. Ability to draft interview protocols, schedule fieldwork, conduct interviews and observations, transcribe interviews, and analyze data.
- Excellent written and oral communication skills, including ability to write literature reviews and sections of reports.
- Experience working on research projects; statistical analysis skills a plus.
- Demonstrated research interests in one or more of RFA's core research areas:
 - Out-of-school programming
 - Civic engagement
 - Literacy
 - Community and youth organizing for school reform
 - Teacher quality and effectiveness
 - College access and success
 - K-16 district, state and federal policy research
- Strong interpersonal skills, including ability to work collaboratively with team members on projects and ease at building rapport with interviewees, clients, and colleagues of diverse backgrounds.
- Commitment to improving public education.
- Computer literate including MS Word and PowerPoint. Experience with qualitative/quantitative data analysis software and/or reference management software a plus.

Compensation: Competitive salary and excellent benefits. Research for Action is an equal opportunity employer. Please send resume and cover letter to info@researchforaction.org.