



## Research Assistant Research Analyst

### **Title**

Research Assistant or Analyst

### **Work Location**

Philadelphia, PA preferred

Remote in the following states will be considered: Colorado, Georgia, Minnesota, New Jersey, New York, North Carolina, Pennsylvania, Tennessee

### **About Research for Action**

Research for Action (RFA) is an independent, non-profit educational research organization with a mission of using culturally responsive and community engaged research to help achieve equitable educational opportunities and outcomes and inform better policy and practice decisions. For 30 years, we have conducted research and developed partnerships to strengthen public schools and postsecondary institutions; provided research-based recommendations to policymakers, practitioners and the public at the local, state and national levels; and enriched the civic and community dialogue about public education.

RFA's portfolio of research, evaluation, and policy studies span critical topics related to advancing equity for students, families, and communities in the education pipeline of early childhood education, OST, K-12, and postsecondary and workforce education. Our research projects are supported through federal, state, and privately-funded grants and contracts, as well as philanthropic investments from major foundations such as the Bill & Melinda Gates Foundation, the William Penn Foundation, the Wallace Foundation, the Lumina Foundation and others. A focus on and commitment to community engagement is a defining component of RFA's research enterprise.

### **The Opportunity**

RFA is adding researchers to our team at the Research Assistant and Research Analyst levels. The Research Assistant role is the entry-level research position in our organization, while Research Analysts typically have several years of experience or training in research. Research Assistants and Analysts contribute to multiple concurrent research projects within RFA's portfolio. They are responsible for high-quality, on-time completion of research tasks, such as data collection, cleaning, and analysis, report drafting, and project management. Both Analysts and Assistants have significant responsibility and receive on-the-job training in research methodologies and techniques.

### **Responsibilities:**

- Perform qualitative or mixed-methods research, including: conducting and analyzing data from interviews and focus groups; designing and administering surveys; completing literature reviews and writing assignments.
- Provide logistical support for research projects, such as scheduling interviews.

- Develop work plans and keep individuals, teams, and collaborators on track to meet deadlines. Write emails, memos, and briefs to communicate concepts and processes to internal and external audiences.
- Contribute to the creation of reports and presentations of research findings and recommendations.
- Support the development of project proposals and research plans.
- Develop and maintain awareness of major issues/policies/trends in education topics related to research projects.
- Collaborate flexibly and collegially with a largely remote/hybrid team.
- Travel is a required component of research positions at RFA. Travel is episodic and can be up to 20% of time.

### **Education, Experience, and Skills**

RFA considers any combination of professional experience, volunteer work, coursework, and other transferable skills as qualifications. Candidates need not demonstrate all criteria to be considered for the role.

- Research Assistants: Undergraduate training in research or a field that requires strong analysis and writing skills, or an equivalent combination of training and experience.
- Research Analysts: Graduate training plus two years of experience in research or a field that requires strong analysis and writing skills, or an equivalent combination of training and experience.
- Demonstrated interest in the field of education.
- Practitioner and/ or research experiences in the field of education.
- Qualitative research experience (e.g., scheduling, notetaking, and/or conducting interviews and focus groups, developing codes, and/or organizing qualitative data).
- Willingness to conduct in-person fieldwork in a variety of settings, including early childhood centers, K-12 schools, postsecondary institutions, and community organizations/out-of-school time centers.
- Ability or interest to conduct quantitative data cleaning and basic descriptive analyses.
- Demonstrated ability to work effectively in the context of complex projects, helping to move the work forward and communicating with both internal and external audiences.
- Ability to prioritize and manage your own work, perform well under pressure, and meet deadlines while ensuring attention to detail and accuracy.
- Ability to thrive in our open, collaborative, and team-oriented culture.
- Interest in contributing to and enhancing our team's equity-focused and community-engaged practices in research design, data collection, analysis, and reporting.

### **Work for RFA**

**Culture:** RFA is a fast-paced, highly-collaborative, team-based, diverse organization where the thoughts, opinions, and perspectives of all staff members are valued. RFA welcomes applications from people of all underrepresented backgrounds and credentials.

**Salary and benefits:** The anticipated salary range for these full-time positions is \$50,000-65,000. Base pay may vary with job-related knowledge, skills, experience, market location, and geography. RFA's total compensation package includes a low-cost to the employee health, dental, and vision insurance program,

flex spending plans, an employer-funded retirement plan after two years of service, and a generous paid time off program for all benefits-eligible staff.

**Other requirements:** The Research Assistant and Analyst positions are full time. A location within commuting distance to RFA's Center City Philadelphia office is preferred, though we will consider 100% remote candidates in several states (CO, GA, MN, NJ, NY, NC, PA, TN). Philadelphia-based employees currently have the option of working remotely, hybrid, or in the office (this may be subject to change as RFA determines the future of work). This position will require episodic project-related U.S. travel of up to 20% (dependent on COVID mitigation measures). RFA takes COVID-19 precautions and the health and safety of our staff and their families seriously; masking when in person or conducting fieldwork, as well as proof of vaccination consistent with current CDC guidelines, is required for all employees regardless of location.

**How to apply:**

Qualified candidates should submit:

- A resume.
- A detailed cover letter.
- One writing sample that demonstrates any of the following: Experience in education; understanding of research methods; or experience conveying complex topics in writing.
- Salary requirements.

All qualified applicants receive consideration for employment without regard to race, color, sex, national origin, gender identity, sexual orientation, age, religion, domestic violence victim status, veteran status, disability, history of disability or perceived disability, or other status protected by law.