



Title

Research Analyst

Work Location

Remote in one of the following states (CO, GA, NC, NJ, NY, PA)

The Opportunity

Research For Action (RFA) is looking for a qualitative or mixed-methods researcher with a demonstrated interest in higher education research to join [its team](#) at the Research Analyst level, which is a junior level position in our organization. Research Analysts at RFA have foundational training and experience in social science research that is relevant to RFA's mission and [areas of work](#) and serve a critical role in research project execution and support, particularly around data collection, management, and analysis and project management. They serve as informal mentors to Research Assistants and may supervise project interns. The Research Analyst in this position will work on the postsecondary team and report to a Research Associate. They will contribute to and support a range of ongoing and new projects, with a focus on collecting and analyzing qualitative data.

RFA is also looking for a mid-level researcher to join its postsecondary team as a Research Associate – click [here](#) to view the job description.

About Research for Action

[RFA](#) is an independent, non-profit educational research organization with a mission of using culturally responsive and community-informed research to promote racial equity and social justice. 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 local and national research, evaluation, and policy studies span critical topics related to advancing equity for students, families, and communities across the education pipeline. Some of our [recent and current projects](#) examine undergraduate students' experiences and recommendations around campus racial climate, how higher education institutions can address racial equity gaps, the implementation of an anti-violence community program, teacher diversity and Black teacher attrition, gaps in educational opportunity for minoritized K-12 students across the nation, and the impact of COVID on Head Start and Early Head Start workforce stability. A focus on and commitment to community engagement is a defining component of RFA's research enterprise. Our Community Engagement division hosted its first [Teach-In](#) in April 2022.

Between December 2022 and November 2023, RFA is engaging in a strategy- and culture-building process to further establish its mission, vision, and values, to chart its theory of action for impact, and to strengthen its culture in the post-COVID remote/hybrid environment. Team members who join RFA during this time will have the opportunity to contribute to organizational change and to shaping how RFA will aim to promote racial equity and social justice through culturally responsive and community-informed educational research.



Key Responsibilities

- Conduct literature reviews and/or background memos that synthesize prior work and suggest implications for relevant projects.
- Conduct virtual and in-person fieldwork across various projects and in a variety of postsecondary settings, and support project logistics as needed.
- Conduct basic to moderately complex data collection and analysis tasks with moderate direction and feedback.
- Generate internal analytic memos with clear, coherent findings that are well-supported by the data and are aligned to research questions.
- Contribute to the write-up and publication of external documents with moderate direction and feedback.
- Perform project management tasks by collaborating with the research team to identify, organize, track, update, and document the different and interrelated project activities that need to be executed.

Qualifications, Skills, and Competencies

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.

- A minimum of two years of experience in applied social science or educational research, and an emerging knowledge base in at least one relevant methodological or content area.
- Demonstrated interest in higher education. Interest or experience in other [RFA expertise areas](#) is a plus.
- Qualitative research experience in educational or applied research settings, including conducting interviews and/or focus groups, and coding and analyzing qualitative data. Mixed-methods research training or experience preferred.
- Strong organizational skills to support project management and the documentation of research processes and products.
- Openness to a variety of assignments across project areas, methodologies, and teams.
- Ability to adequately prioritize tasks while working on multiple projects at the same time, and to take ownership of assigned tasks and manage their execution.
- Interest in identifying and seeking out opportunities to grow new relevant research skills.
- Willingness to travel locally and nationally to conduct in-person fieldwork.
- Ability to thrive in our dynamic, collaborative, and team-oriented culture in a virtual and/or hybrid environment.
- Passion for RFA's mission and interest in contributing to and enhancing our team's equity-focused and community-informed practices in research partnerships, 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 this full-time position is \$55,000-65,000. 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 Analyst position is a full-time position. This is a remote position, though candidates must be located in the following states: Colorado, Georgia, North Carolina, New Jersey, New York, Pennsylvania, or Virginia. This position will require episodic project-related U.S. travel of up to 25% (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

Applications for this position will be reviewed on a rolling basis with initial interviews scheduled as of December 19, 2022 and continuing into January 2023.

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.

Click here to apply:

<https://app.smartsheet.com/b/form/cd004ab05862403081f236a5b232c62a>