



## Research Analyst

Summer 2023

### To apply:

<https://app.smartsheet.com/b/form/3cdb629d7cc541c2a0985a5465743b64>

### Title

Research Analyst

### Work Location

Remote from Philadelphia, PA

### The Opportunity

Research For Action (RFA) is looking for a quantitative or mixed-methods researcher to join [its team](#) at the Research Analyst level. The Research Analyst serves a critical role in research project execution and support across several projects simultaneously. With moderate supervision, Research Analysts engage in basic to moderately complex data collection, management, and preparation, and conduct data analysis and interpretation/write-up. Research Analysts also provide project management support and are able to take ownership of distinct slices of project work and see them through to timely completion. They actively contribute to the improvement of projects and their deliverables, as well as to organizational processes and culture at large. Research Analysts serve as informal mentors to Research Assistants, the junior-level position in the Research Department, and may supervise project interns. This position offers an opportunity to develop expertise in research skills and competencies across research and evaluation methodologies, including advanced statistical analyses, program evaluation, and qualitative research activities. The person in this position must be based in or within commuting distance of Philadelphia.

### 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 teacher diversity and Black teacher attrition, the impact of statewide developmental education reform on community colleges, gaps in educational opportunity for minoritized K-12 students across the nation, the implications of new high school graduation requirements on district-wide outcomes, how higher education institutions can address racial equity gaps, the implementation of an anti-violence community program, 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 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 basic to moderately complex quantitative data collection, cleaning, and analysis tasks with moderate direction and feedback.
- Generate internal quantitative analytic memos with clear, coherent findings that are well-supported by the data and are aligned to research questions.
- Perform project management and logistics tasks by collaborating with the research team to identify, organize, track, document, and update the different and interrelated project activities to facilitate team access and collaboration.
- Conduct literature reviews and background memos that synthesize prior work and suggest implications for relevant projects.
- Contribute to the write-up and publication of external documents with moderate direction and feedback.
- Support data collection and analysis on a range of projects as needed (e.g., conducting interviews and focus groups, generating fieldnotes, coding transcripts, and contributing to code refinement and analysis).

- Actively participate in RFA research, community engagement, and organizational activities and events and demonstrate efforts to help ensure their success.

## Qualifications

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.

- Demonstrated passion for equitable education and interest in growing applied education research skills through on-the-job exposure.
- Proven ability to conduct basic to moderately complex descriptive and inferential statistical analysis (e.g. t-tests, ANOVA, single and multiple regression) with moderate levels of independence, and strong desire to grow additional research design skills and advanced statistical techniques (e.g., multi-level modeling and propensity score matching).
- Experience preparing quantitative data sets for analysis is preferred (e.g., reshaping datasets, encoding variables, handling missing or incorrect data values, assessing inconsistencies, and removing duplicates).
- Experience with a statistical software package (e.g. Stata, SPSS, SAS, or R) and willingness and ability to learn Stata. Experience with programming languages (e.g., Python or JavaScript) and with programming surveys in Qualtrics are a plus.
- Demonstration of strong organizational and interpersonal skills to support team members, project management, and the documentation of research processes and products.
- Proven ability to clearly synthesize findings in written form and write draft methods and findings sections for research reports. Ability to effectively recognize and organize written content within a product based on its type and purpose (e.g. project description and background, methodology, key findings, conclusions and recommendations, and personal reflections).
- Demonstrated interest in contributing to our team's community-informed and equity-focused practices in research design, data collection, analysis, and reporting. Experience with critical race approaches to quantitative research (e.g., QuantCrit) is a plus.
- Willingness to travel locally and nationally to support in-person fieldwork.

## **Work for RFA**

**Culture:** RFA is a fast-paced, team-based, diverse organization with staff that have a wide range of expertise and experience in various educational settings and research areas. Our staff members strive to engage in self-reflection continually both to support each other and to serve communities with an orientation toward social justice. Currently, RFA is undergoing a strategic planning and culture-building process where staff will be invited to participate in setting RFA's strategic direction and core values. We are seeking individuals who are interested in shaping the direction of the organization, who embrace continual growth and change, and who are excited to critically engage with issues of social and racial justice. RFA welcomes applications from people of all underrepresented backgrounds and credentials.

**Salary and benefits:** The salary range for this full-time position is \$55,000-65,000 annually. Base pay is dependent on job-related knowledge, skills, experience, 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 holidays and time off program for all benefits-eligible staff.

**Other requirements:** The Research Analyst position is a full-time position. A location in Philadelphia or within a reasonable commuting distance to RFA's Center City Philadelphia office is required. This position may require episodic project-related U.S. travel of up to 15% (dependent on COVID mitigation measures). RFA is unable to sponsor or take over sponsorship of an employment Visa at this time.

### **How to apply**

Applications for this position will be reviewed on a rolling basis with initial interviews scheduled as of June 2 until the position is filled, with an anticipated start date on or after July 5.

Complete an application online with the following documents:

- A resume
- A cover letter explaining your interest in the position that answers the following questions:
  - What specific skills and experiences have you gained that make you a fit for this position?

- How would you describe your commitment to equity and/or social justice as it relates to RFA's mission?

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.

For questions about this position, please contact Alison Murawski at [hr@researchforaction.org](mailto:hr@researchforaction.org).

Click here to apply:

<https://app.smartsheet.com/b/form/3cdb629d7cc541c2a0985a5465743b64>