

Education Research Associate (P/T)

We are now accepting applications for a part-time research associate (with potential for longer term work).



About EduDream

EduDream LLC is a Latina and certified women-owned consulting firm that partners with education agencies working to ensure educational equity for racially and economically diverse students. At EduDream, we believe every child has the capacity to grow intellectually and creatively to reach their fullest learning potential, irrespective of ethnicity, race, gender or socioeconomic status. Our services include program evaluation, qualitative and quantitative research, survey development and operations, data analysis and insights, strategic planning and assessment, needs assessments, and on-site support and technical assistance.

Duties and Responsibilities, Chicago, IL

The education research associate will work in close consultation with EduDream staff to execute current projects while allowing him/her to broaden professional skills and experiences. The successful candidate will provide quantitative and qualitative research and policy support to staff, working on both long- and short-term projects as needed. There is also opportunity to contribute to proposal development, report writing and briefs, and blog posts on a range of education and equity topics. The education research associate duties and responsibilities may include:

- Identify, gather, review, and analyze secondary data sources using appropriate statistical approaches and software (e.g. STATA, R, SPSS) to better understand educational questions and trends.
- Clean, code, and analyze primary data from surveys, interviews, and observations using appropriate statistical approaches and software (e.g. STATA, R, SPSS).
- Prepare documents (i.e. memos, slide decks, briefs) and sections of reports (including charts and graphs) that describe and interpret research findings.
- Assist in the design and management of research tools, such as surveys, interview protocols, and focus group protocols. This includes data instrument development, online programming of surveys, data entry, and quality control.
- Develop research databases.
- Conduct literature reviews and policy scans on key educational issues.
- Clearly communicate knowledge of the project's purpose and objectives to clients when necessary and represent EduDream in a professional manner.
- Communicate effectively, orally or in writing, with clients, site-based staff, and other project stakeholders.
- Serve as a thought partner with EduDream staff in analyzing and developing solutions to client challenges.

Position Qualifications

This is a 15-20 hour, part-time position with potential for longer-term work. Interested applicants should possess the following knowledge, skills and abilities:

- Bachelor's degree required; master's degree preferred
- Knowledge of quantitative and qualitative research methods
- Willingness to learn and expand quantitative and qualitative skills
- Experience with data analysis (proficiency in Excel and/or statistical software packages such as STATA or SPSS)
- Accuracy with work, strong organizational skills, and attention to detail
- Excellent written and verbal communication skills
- Ability to deal tactfully and diplomatically with others
- Flexibility to handle multiple priorities, sometimes simultaneously, under deadline pressure.
- Ability to work independently for long periods of time
- Effective time management skills
- A sense of initiative and willingness to ask questions and self-advocate in the work environment
- Demonstrated passion and commitment to working in the field of education
- Interest in learning more about key education issues and collaborative research and data

Required Materials

- Resume
- Cover Letter (Include availability)
- Contact information for two references

Please submit application materials to: info@edudream.org and indicate "PT RA 2019" in the subject line. Applications will be reviewed on a rolling basis.

Women and minorities are strongly encouraged to apply.