

Title of Position

Data Analyst/Researcher

Salary Range

Salary Commensurate with Experience

Reports to

Vice President for Research, Director of Pell Institute for the Study of Opportunity in Higher Education

Overview

The Pell Institute seeks Data Analyst/Researcher to manage the on-going research of the Pell Institute as well as to help develop new areas of inquiry related to issues of concern to the mission of the COE to foster increased higher educational opportunity for low-income, first generation, and students with disabilities. It requires the ability to analyze education data from conceptualization through presentation of the data. It requires proficiency with analytical tools (SPSS or SAS, Excel), knowledge of data analysis methodology, use of data interface tools, strong communication skills and a strong commitment to and affinity for delivering the highest level of customer service. In addition, the Researcher will help identify and develop conference sessions for the COE's annual conference and the Student Financial Aid Research Network (SFARN) held each year. The position also involves creating fact sheets for the efforts of the COE's Government Relations Department.

Specific Responsibilities:

- The yearly production of the *Indicators of Higher Education Equity in the United States Historical Trend Report*. For 2020, the project will include development of predictive modeling using tools such as Stella Architect and data visualization online tools.
- A NSF-funded project in which the Pell Institute and partners are investigating the efficacy of a dynamic systems modeling science curriculum centered on climate change to be implemented in four pilot Upward Bound sites.
- Coordination and editorial support for the publication of Postsecondary Education Opportunity (PEO) newsletter
- Development and delivery of research and evaluation training for COE members.
- Business development, including proposal and budget development.
- Website updates by working with a website developer.
- Administrative support for various conferences and meetings planned by the COE and the Pell Institute.
- Supervision of interns.

Position Requirements:

- Master's degree (Doctoral degree preferred) in education, social science, or related field.

Preferred qualifications:

- Experience with federal TRIO programs
- Experience with data visualization, use of data analysis software (statistical and/or qualitative), and research management and coordination.

To apply this position, please e-mail a cover letter, CV, and contact information of three references to alvin.phillips@coenet.org using "Pell Data Analyst/Researcher - Your Full Name" as the subject of your e-mail by Monday, September 16, 2019.