

Research Analyst

Job Announcement

Join a highly creative, collaborative, and multi-faceted team working together to promote excellence by using data and evidence to improve the lives of *all* community college students. The RP Group provides statewide leadership and research, planning, and professional development services that support inquiry and evidence-based decision-making. Quality, authenticity, equity, and collaboration are central drivers of all our organization's work.

The RP Group began over two decades ago as a nonprofit membership driven organization for California community college institutional research and planning (IRP) professionals, designed to provide professional learning and networking opportunities. Over the last decade, our organization has grown exponentially in its size and scope, adding in the delivery of research, evaluation, planning, and technical assistance services, and expanding our professional development offerings--serving not only IRP professionals but also engaging the full range of community college educators, policy makers, funders, and intermediary groups.

The RP Group is looking for a dynamic player to add to our team as a Research Analyst. The RP Group is a prolific producer of research and evaluation, institutional planning resources, and professional development activities. We are seeking an individual who can help us amplify these efforts and ensure we purposefully and effectively engage those who can benefit from this work. This position will be a part of the organization's research team; it will serve as a key contributor for research and evaluation of projects. The Research Analyst designs, conducts, interprets, and reports on research and evaluation projects as directed by the Associate Director of Research and Evaluation that will include the performance of quantitative and/or qualitative analyses in the execution of research and evaluation activities.

The Opportunity

Research

- Identify and apply appropriate research design and methodologies and sampling techniques
- Systematically collect and code quantitative and/or qualitative data
- Perform a wide range of descriptive and inferential statistical analyses
- Performs quantitative and/or qualitative research
- Prepare and present research and evaluation findings in both statistical and narrative form
- Assist with interpretation of complex results

Create

- Design and conduct qualitative research, including focus groups and interviews
- Design, administer, and analyze surveys
- Design, develop, and maintain databases
- Write and review research and evaluation reports

Provide Customer Service

- Work with clients to ensure their satisfaction with project work
- Ensure work is completed on time and with quality

Ideal Skills

- Strong analytical skills including statistical, data query, and data collection methods and techniques
- Excellent organizational skills sufficient to work on multiple projects and meet competing deadlines
- Excellent writing skills to draft reports and other communications
- Excellent verbal skills sufficient to interact with staff, consultants, constituents, practitioners and clients
- Excellent presentation skills to convey research and evaluation findings to a variety of audiences
- Deep knowledge of the California Community College system
- Proficiency with Microsoft Windows Office software: Word, Excel, and PowerPoint
- Proficiency with SPSS or comparable statistical software
- Willingness to work at both macro and micro levels to further the organization's mission
- Detail oriented
- Ability to work with little direct supervision
- Must live in the state of California and be able to work remotely

Education and Experience

- Advanced degree or equivalent working experience in research or a related field
- Experience with research and evaluation methods, research design and methodology

Compensation

Salary depending on experience and qualifications.

Application Procedure

For immediate confidential consideration, please submit a letter of interest and resume saved as Microsoft Word (.doc/.docx) or Adobe Acrobat PDF (.pdf) documents via **email to jobs@rpgroup.org**
Please include in the subject line: Research Analyst. Application Deadline: August 3, 2016.