



Associate Director, Research and Assessment (I) Job Description

Job Overview

The Research and Assessment team at Achieving the Dream supports the organization by building a culture of evidence. The team tracks ATD's impact over time, evaluating the effectiveness of our existing services and providing results to inform decision making. The team also ensures that assessments being used by the program teams are aligned and implemented with fidelity. In some cases, the team also provides reports for Network colleges. The team supports ATD learning events and at times contributes to data coaching for colleges with specific needs. While each member of the research and assessment team has areas of the work they are primarily responsible for, this is a highly collaborative team. All team members are expected to contribute to the team reaching goals and making deadlines.

The Associate Director is responsible for identifying and defining appropriate measures, benchmarks, and strategic ways to use data including reporting from Network Colleges, Post-Secondary Partnership, Surveys, Event Evaluations, and project specific data collection. The position focuses on quantitative analysis and works with large data sets and manages survey data collection across the organization. The Associate Director will conduct research and data analysis on college access, progression, completion, transfer, equity gaps and workforce data and draw insights to inform decision-making and turn data into compelling narratives. The position reports to the Executive Director, Research & Assessment and supervises a Data Analyst. **Please include a cover letter along with your resume to be considered for this position.**

Duties and Responsibilities

Data Management and Dissemination (40%)

- Manages data collected throughout the organization and integrates it with publicly available data to provide the foundation for tracking ATD's impact
- Supports strategic planning data initiatives, including ATD network student success measures and metrics, data collection, data products and support for ATD colleges.
- Independently performs data analyses, basic and applied research to inform decision-making, effectiveness and alignment.
Provides data and metric guidance to ATD staff regarding funded learning initiatives, annual reporting, awards of excellence, data collection, data template design and other projects.
- Draws data insights and translates them to a compelling narrative for various audiences.
- Disseminates evidence-based learning to field.



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Survey Design and Analysis (35%)

- Manage survey implementation and research for the organization.
- Develops and analyzes surveys and event evaluations.
- Provides guidance on good survey design for the organization.
- Works with team to ensure the ICAT embeds principles of equity and explores how colleges can fully realize their potential to drive community change.
- Supports network colleges in building data and technology capacity by leveraging results of the Institutional Capacity Assessment Tool (ICAT) and providing tailored assistance and supports
- Responsible for the administration and reporting of the Institutional Capacity Assessment Tool (ICAT); and contributes to other toolkits produced by ATD

Strategic Assistance (10%)

- Works closely with colleagues who coordinate strategic planning, policy making, resource allocation, enrollment projections, assessment, and accreditation and grant funded initiatives, providing relevant reports to enhance data-driven decision-making.
- Advances the organization's agenda by generating infographics and other data dashboards or visualizations for a wide variety of stakeholders.
- Supports network colleges in building data and technology capacity by participating in learning events, resource development, and providing strategic assistance.

Other Responsibilities (15%)

- Supports data and technology related sessions at annual network learning events such as the DREAM conference, Kickoff Institute, Coach retreat and Data and Analytics summits.
- Maintains currency with higher education data sources, standards, and metrics; develops and maintains collegial working relationships with partner organizations such as the Association for Institutional Research, the American Association for Community Colleges, and the National Student Clearinghouse.

Skills/Qualifications/Experience

- Master's degree in statistics, data science, higher education, social sciences, or related discipline.
- Minimum five years of experience in data and analytics, with three to five years of practitioner experience at a postsecondary institution in institutional research, information technology, applied research and/or institutional effectiveness.
- Expertise in quantitative research methods; extensive hands-on experience with complex data sets including manipulating, merging, restructuring, and analyzing large data sets.
- Experience planning, coordinating, implementing, and completing projects on time and within budget preferred.
- Must be able to communicate effectively, both orally and in writing, with a variety of groups including technical, professional, and executive audiences; ability to distill complex findings and concepts into key data-points, effective data visualizations and narratives.



- Proficiency in statistical software (SAS, Stata, or R), Excel, Tableau, and Qualtrics.
- Ability to work productively in both team and independent settings.
- Exceptional customer service skills and professional demeanor with high emotional intelligence.
- Must be self-motivated and disciplined, with capacity to be highly productive working under pressure and within time constraints.
- Flexibility and a tolerance for ambiguity; must be able to manage and champion change effectively.
- Commitment to the equity and diversity values and mission of ATD.

Position Details

Position Type:	Full Time, Exempt
Salary Grade:	8
Reports To:	Executive Director, Research & Assessment
Work Location:	Silver Spring, Maryland preferred (remote work flexibility)
Travel:	Minimal

Core Competencies

- **Collaboration:** Demonstrates respect, humility, and willingness to collaborate when seeking to understand others and making decisions.
- **Disciplined Execution:** Has the ability to break down big picture work goals into management tasks; has the foresight to anticipate potential roadblocks to ensure timely completion of tasks and projects.
- **Effective Communication:** Ability to actively listen and thoughtfully question to create greater understanding and to offer insights that advance problem-solving.
- **Learning Orientation:** Embraces challenges, new ideas and different perspectives as an opportunity to learn; continually seeks out and applies new learning to activate change or improvements.
- **Systems Thinking:** Defines the system and one's role in the system. Sees relationships and the dynamic elements of the holistic system and executes work accordingly. Influences the system and maps connections to ATD's external landscape.
- **Change Agent:** Serves as an agent of change at a personal, team, and organizational level to pursue outcomes for students. Adapts as the environment changes, while managing associated risks. Motivates staff, team, organization, and partners to activate the change needed to advance defined priorities.
- **Culturally Competent:** Models appreciative inquiry to gain an understanding and awareness of others' cultural identity and practices. Creates safe and constructive forums for sharing diverse perspectives and opinions.
- **Emotional Intelligence:** Demonstrates self-awareness and self-regulation and recognizes impact of personal behavior on others.



Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the work environment is usually moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of this position.

Equal Opportunity Employer

Achieving the Dream is committed to creating and maintaining a diverse work environment and is proud to be an equal opportunity employer. Employment policies and decisions at ATD are based upon merit, qualifications, performance, and business needs. All qualified candidates will receive consideration for employment without regard to age, race, color, national origin, gender (including pregnancy, childbirth or medical conditions related to pregnancy or childbirth), gender identity or expression, religion, physical or mental disability, medical condition, legally protected genetic information, marital status, veteran status, or sexual orientation.

September 21, 2021