



## Associate Director, Research and Assessment (II) Job Description

### Job Overview

The Research and Assessment team at Achieving the Dream supports the organization by building a culture of evidence. The team is responsible for tracking 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.

The Associate Director collaborates with ATD's network engagement and coaching teams to create a cohesive assessment experience for colleges with standardized language, formats, and results. This work will include building templates for assessments, working to ensure each team has an assessment that serves its needs, and training for coaches who implement the assessments to ensure fidelity. The position supports other Research and Assessment team members with data collection and analysis when needed and contributes to the team's work to track ATD's impact over time and provide evidence needed for decision making. 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

#### ATD Portfolio of Opportunity Assessments (65%)

The majority of the assessments used by ATD are capacity or needs assessments that help guide the work of institutional transformation. This position will lead efforts to align these assessments and ensure fidelity of implementation across ATD.

- In collaboration with the ATD network engagement and coaching teams ensures the suite of opportunity assessments are aligned for a cohesive experience.
- Facilitates development of standardized language and formats for ATD assessments.
- Facilitates development of reporting templates and standards.
- Designs protocols for the ATD opportunity assessments where needed.
- Designs protocols for sensemaking activities for colleges utilizing assessment results.
- Trains ATD staff to administer opportunity assessments.
- Trains ATD staff and supports drawing data insights and translating them to a compelling narrative for various audiences.
- Facilitate mapping the existing assessments to the Institutional Capacity Assessment Tool that grounds all assessment work at ATD.



### **Survey Design and Analysis (10%)**

- Supports survey design and implementation across projects for the team
- 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, survey design, data collection, data template design, data visualizations and other projects.

### **Strategic Assistance (10%)**

- Supports network colleges in building data and technology capacity by providing tailored assistance and supports.

### **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 policy analysis, social sciences, higher education, or related discipline
- Minimum two years of experience in data and analytics, and three to five years of practitioner experience at a postsecondary institution in project management, policy, or evaluation
- Experience planning, coordinating, implementing, and completing projects on time and within budget
- Experience in both quantitative and qualitative research methods;
- Program and/or grant evaluation experience
- 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 Excel, Qualtrics
- Proficiency in Tableau and Statistical software (SAS, stata) preferred
- 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.



Achieving the Dream™

### **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.