



Achieving the Dream™

Data Analyst 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 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 data analyst supports the work across the team with data analysis and reporting. This position focuses on qualitative analysis of a variety of data sources and building data visualizations for a variety of audiences. In addition to analysis and reporting, this position supports data collection efforts by building surveys and forms. In addition, this position contributes to ATD learning events and coaches as needed. The data analyst reports to the Associate Director of Research and Assessment. **Please include a cover letter along with your resume to be considered for this position.**

Duties and Responsibilities

Qualitative Analysis and Reporting (60%)

- Complete qualitative analysis on a variety of projects under the supervision of the executive director of research and assessment. ATD uses an applied qualitative analysis model, which requires working on short timelines and using high level coding structures to be able to provide reporting in a timely manner.
- Provide administrative support for qualitative research projects (organizing coding assignments, cleaning data sets, setting up calendars to keep projects on schedule)
- Co-author reports on qualitative analysis with other members of the research and assessment team.
- Work with national program staff to develop meaningful analyses for stakeholder and client reporting.

Dashboards for internal data monitoring (15%)

- Work with ATD teams to develop dashboards that monitor key metrics for each team.
- Maintain and keep dashboards up to date.
- Train ATD colleagues to access and use dashboards.
- Produce executive summaries of research findings using data visualizations.

Achieving the Dream Support (15%)

- Support Survey administration in Qualtrics and build new surveys and reports as needed Support the Research team with other duties as required to meet the team's goals around data collection and reporting.
- Support additional research projects as needed including recruitment, literature reviews, and developing protocols for data collection and analysis.
- Support research efforts within the organization with data collection, analysis and reporting support.
- Support reporting efforts using National Student Clearinghouse data.

Other Duties (10%)

- Support organizational events and convenings
- Other duties as assigned.

Skills/Qualifications/Experience

- Bachelor's degree in Social Science, Education, Human Development, Public Administration, Sociology, or other research-oriented fields; master's degree preferred
- Three years related experience working with qualitative data and reporting in a research or evaluation context.
- Proficiency in Dedoose, Tableau, Qualtrics, and Adobe required.
- Experience in statistical software (Stata, SAS, SPSS, R) preferred.
- Ability to build systems for recurrent reporting.
- Ability to prioritize, multi-task, and manage multiple projects.
- Ability to collaborate and work independently.
- Ability to maintain confidentiality protocols.

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.

Position Details

Position Type:	Full-Time, Exempt
Salary Grade:	4
Reports to:	Associate Director of Research & Assessment
Work Location:	Silver Spring, Maryland preferred (remote work flexibility)
Travel:	Minimal

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