

Research Associate/ Research Analyst Job Announcement

The Institute for Higher Education Policy (IHEP) is a Washington, DC-based non-profit, non-partisan organization whose mission is to foster access and success in postsecondary education through public policy research and other activities that inform and influence the policymaking process. IHEP serves as a resource for government agencies, higher education organizations, philanthropic foundations, and others committed to increasing access and success in postsecondary education.

The Research Associate or Research Analyst (position level will be determined based on experience) provides research and technical assistance to organization's research division. The position reports to the Director of Research and Evaluation.

Responsibilities:

General

- ❖ Ability to work on multiple projects simultaneously
- ❖ Provide feedback on existing and future projects and funding proposals
- ❖ Provide administrative and organizational support on projects
- ❖ Update Director of Research on status of projects on regular basis

Specific

- ❖ Lead in conducting literature reviews and collecting data through surveys and other instruments
- ❖ Conduct quantitative analysis of data, including data extraction, recoding and descriptive statistics, and be comfortable conducting qualitative research, such as interviews, focus groups, and other methods
- ❖ Summarize often complex findings in clear and understandable manner

Requirements:

A Master's degree and 2-3 years work experience in higher education is preferred. Quantitative analytical skills are required. Applicant must be able to work in a team environment as well as independently under tight deadlines. Applicant should also possess strong writing skills as well as good communications and interpersonal skills. Salary is commensurate with experience and includes a competitive benefits package.

Please e-mail cover letter and resume to res-analystA10@ihep.org *no later than March 31, 2010.*