

**Research Associate / Senior Research Associate  
National Institute for Excellence in Teaching (NIET)**

NIET is seeking a Research Associate or Senior Research Associate to support all aspects of NIET's research activities. The Research Associate or Senior Research Associate will conduct data analysis, write reports and papers, as well as provide research expertise to other NIET projects and personnel. The Research Associate or Senior Research Associate will report to the Senior Director of Research and will be based in Scottsdale, Arizona.

**Duties may include, but are not limited to the following:**

- Preparing research papers, reports, and other research-related products
- Writing and editing research memos, briefs, and reports
- Conducting research projects from conceptualization and data compilation through data analysis and reporting
- Assisting with federal grant writing, evaluation, and reporting
- Creating and organizing visual presentations based on data for multiple audiences
- Tracking research studies, communicating research to staff and participating in planning meetings
- Monitoring data collection efforts across projects
- Participating in research design and instrument development discussions
- Designing research surveys and protocols for focus groups and interviews
- Representing NIET's Research and Evaluation department at meetings as needed
- Working on special research projects for Chairman, CEO, or President as needed

**Minimum Qualifications:**

- Understanding and agreement with elements of NIET's initiatives (see [www.niet.org](http://www.niet.org))
- M.A. in education policy, economics of education, education research or related field (Ph.D. preferred)
- Three years of experience working on research projects, including managing and analyzing data sets
- Strong statistical coursework and experience
- Strong internet and electronic literature research skills
- Demonstrated knowledge of education research statistical programs (e.g., SPSS, R)
- Knowledge of current and historical education issues and practices (e.g., ESEA, NCLB, ESSA, HEA)
- Demonstrated excellent writing and communication skills, including written, oral, and visual communication of data
- Willingness and ability to work as part of a small team
- Willingness and ability to learn new data analysis techniques and software programs
- Willingness to travel occasionally
- Strong computer skills (Microsoft Office applications such as Excel, PowerPoint, Word, and Outlook)
- Exhibit NIET's core values: excellence, teamwork, student-outcomes focused, and enthusiasm, with a focus on equity and serving all students

**Location of position:** Scottsdale, Arizona

**For Information:**

For interest in positions at the National Institute for Excellence in Teaching, please review our website at [www.niet.org](http://www.niet.org) for current job vacancies

**To Apply:**

Please submit a resume/CV and cover letter to [jobs@niet.org](mailto:jobs@niet.org).

*No phone inquiries please.*