

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

Location of position: Scottsdale, Arizona

Reports to: Senior Director of Research

NIET is seeking a Senior Research Associate to support all aspects of NIET's research activities. The Senior Research Associate will conduct data analysis, write reports and papers, as well as provide research expertise to other NIET projects and personnel.

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 or Co-presidents as needed

Minimum Qualifications:

- Understanding and agreement with elements of NIET's initiatives (see 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 command of PC, Microsoft Office Suite (e.g. Excel, PowerPoint, Word, Outlook), and Google Suites
- Exhibit NIET's core values: excellence, teamwork, student-outcomes focused, enthusiasm, and agility, with a focus on equity and serving all students

For Information:

For interest in positions at the National Institute for Excellence in Teaching,
please review our website at www.niet.org for current job vacancies

To Apply:

Please submit a resume/CV and cover letter to jobs@niet.org.

No phone inquiries please.