



## **JOB OPPORTUNITY Research Associate**

*Applications accepted through August 19, 2022*

**Shaffer Evaluation Group** (SEG), an educational research and evaluation firm based in Williamsburg, Virginia, is a trusted partner of K-12 school systems and higher education institutions for educational planning, research and evaluation. SEG supports the development of educational programs that address and correct long-standing inequities in education so that all children and young people can excel.

**We are looking for an educational program evaluator or researcher with expertise in higher education administration.** The selected candidate will be assigned as a lead or supporting researcher on several higher education research and evaluation projects taking place across the U.S. Activities will include developing research and evaluation proposals; preparing logic models and evaluation plans; collecting, organizing, and analyzing data; and preparing reports. Some travel is required for site visits. This position requires reliability, exceptional communications and organizational skills, the ability to be responsive to clients and staff, and a desire to learn and grow as we continue to grow and evolve. This position is located in our Williamsburg, VA, office with telework options; this is not a remote position. Primary responsibilities are listed below.

### **Job Responsibilities:**

1. Project Management
  - 1.1. Serves as research lead or researcher on assigned projects;
  - 1.2. Supervises and/or coordinates with other research team members, including SEG staff and subcontractors, on projects;
  - 1.3. Develops program logic models, research questions, and evaluation plans appropriate to project goals and budgets;
  - 1.4. Prepares materials for Institutional Review Board review and monitors approved projects to ensure ongoing compliance;
  - 1.5. Manages recruitment and retention of study participants from multiple sites, including consent processes.

- 1.6. Coordinates, schedules, tracks, and manages research activities, including data collection, analysis, and reporting, within established timelines;
- 1.7. Maintains complete and accurate documentation of project tasks;
- 1.8. Prepares and/or monitors project budgets and maintains projects within budget parameters;
- 1.9. Maintains effective communications and positive relations with SEG clients;
2. Data Collection
  - 2.1. Identifies and/or develops appropriate instrumentation (e.g., surveys, interview protocols, observation protocols, knowledge assessments) for responding to research and evaluation questions;
  - 2.2. Ensures that quantitative and qualitative data are collected using appropriate techniques to ensure reliability and validity;
  - 2.3. Organizes and conducts field data collection involving multiple data collection methods.
3. Data Analysis and Reporting
  - 3.1. Ensures that data are processed, cleaned and organized in preparation for analyses, including delegating to and directing junior staff;
  - 3.2. For quantitative data, conducts (or oversees the conduct of) statistical analyses ranging from descriptive analysis to multivariate analyses;
  - 3.3. For qualitative data, conducts (or oversee the conduct of) rigorous analyses;
  - 3.4. Summarizes and reports results in written formats suitable for consumption by various stakeholder groups within specified deadlines;
  - 3.5. In collaboration with SEG colleagues and/or clients, prepares research manuscripts and presents research projects and findings at national conferences.
4. Business Development
  - 4.1. Supports business development by networking with current and potential clients;
  - 4.2. Prepares research and evaluation proposals to secure funding for future projects;
  - 4.3. Contributes in other ways to the development process.
5. Other Duties as Assigned.

## **Desired Knowledge, Education, Skills and Experience:**

- Ph.D. or Masters degree in related field (Psychology, Public Policy, Program Evaluation, Higher Education Administration, Educational Research); and at least 2 years professional experience in research and program evaluation and/or higher education
- Strong proficiency in the design of educational research and evaluation studies, and qualitative and/or quantitative data collection and analysis
- Strong professional communication skills and confidence interacting professionally with external stakeholders/clients
- Strong writing skills, including the ability to develop and produce content to engage and educate stakeholders
- Strong organizational skills and ability to multi-task and balance competing timelines
- Experience with Microsoft Outlook, Word, PowerPoint, and Excel; online software for project management (e.g., Asana), qualitative data analysis (e.g., Dedoose), and statistical analysis (e.g., R, JASP).
- Customer service orientation and problem-solving mindset and ability to take ownership of their work and see assigned tasks through to completion
- An unwavering commitment to producing high-quality work products

**Other Job Requirements:** Occasional work outside of normal business hours and/or in excess of the standard work week is anticipated to meet project deadlines; compensatory time will be offered. Successful applicant may be asked to undergo criminal history screening, education/degree/certifications verification, social security number trace, sex offender registry search, and prior employment verification. Applicants must be licensed drivers.

**Compensation:** This position is available as a full-time salaried position. The salary range for this position is \$50,000 to \$65,000, dependent on qualifications. Full-time benefits include 8 paid holidays, paid time off, health insurance, retirement contributions (after 1 year of employment), and support for professional development.

**Application Process:** In lieu of a cover letter, please send your responses to the questions below, and your resume to [patricia@shafferevaluation.com](mailto:patricia@shafferevaluation.com) with your first and last name followed by "Research Associate" in the subject line.

*\*Please note: Submissions received without the required responses to the questions below, will not be reviewed. Applications are reviewed on a rolling basis with priority given to applications received by August 19.*

1. Why are you interested in working with Shaffer Evaluation Group?
2. What experience do you have with supporting research and evaluation for community colleges and universities?
3. How have you supported project-based work at other organizations?
4. What are one or two strengths you would bring to this role?

## **EQUAL OPPORTUNITY**

Shaffer Evaluation Group is an equal opportunity employer. Shaffer Evaluation Group is firmly committed to complying with all federal, state, and local equal employment opportunity (“EEO”) laws and strictly prohibits discrimination against any employee or applicant for employment because of the individual’s race, creed, color, sex, religion, national origin, age, sexual orientation, height and/or weight, disability, gender identity or expression, medical condition, marital status, partnership status, genetic predisposition or carrier status, military status, arrest record and any other characteristic protected by law.

Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application. While performing the responsibilities of the job, reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the job.