



Position Description Research Associate I

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.

The **Research Associate** supports educational research, evaluation, and planning projects taking place across the U.S. Job responsibilities include assisting our senior research team with collecting, organizing, and analyzing data, conducting literature reviews, and preparing reports; coordinating marketing efforts to build awareness and support business development; and providing administrative support. Some travel is required for site visits to schools and higher education institutions. This position requires reliability, exceptional communications, organizational, analytical, and writing 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; telework up to 3 days per week after first 6 months. Primary responsibilities are listed below.

Job Responsibilities

1. Project Management Support (15%)

- 1.1. Organizes and documents communications related to research projects, including taking notes and preparing minutes for meetings between clients and research team members.
- 1.2. Assists with or prepares work plans and assists with development of research plans.
- 1.3. Coordinates assigned projects under the guidance of a senior research team member, including scheduling, tracking, and managing research activities, including data collection, analysis, and reporting, within established timelines and budget parameters.
- 1.4. Maintains completed and accurate documentation of project tasks.
- 1.5. Maintains effective communications and positive relations with SEG clients.

2. Data Collection, Analysis and Reporting (75%)

- 2.1. Assists with development and submission of Institutional Research Board applications and renewals; ensures that consent procedures are followed consistently across projects.
- 2.2. Assists with recruitment and retention of study participants from multiple sites, including consent processes and recruitment materials.

- 2.3. Conducts research literature reviews.
 - 2.4. Requests, organizes, cleans, and analyzes project documentation and data from clients.
 - 2.5. Identifies and/or develops appropriate instrumentation (e.g., surveys, interview protocols, observation protocols, knowledge assessments) for responding to research and evaluation questions.
 - 2.6. Ensures that quantitative and qualitative data are collected using appropriate techniques to ensure reliability and validity.
 - 2.7. Organizes and conducts field data collection involving multiple data collection methods.
 - 2.8. Conducts and/or verifies quantitative and qualitative data analysis.
 - 2.9. Summarizes and reports results in written and visual formats suitable for consumption by various audiences.
 - 2.10. Contributes to research manuscripts and presents research projects and findings at national conferences.
3. Administrative & Operations Support (10%)
 - 3.1. Supports contracts management, including preparing status reports, renewing contracts and subcontracts, and completing related paperwork to ensure compliance with federal, state, or agency regulations.
 - 3.2. Supports business development, including contributing to proposal development.
 4. Other duties as assigned.

Desired Qualifications

- Graduate degree in social or behavioral sciences, public policy, or related field, with coursework in quantitative and qualitative methods and data analysis, and at least one year of related professional experience. Candidates holding an undergraduate degree may qualify if they meet the coursework requirements and have at least three years of professional research experience.
- Experience in data collection, including designing or administering surveys, preferably with web-based survey systems (e.g., Qualtrics) and conducting interviews and observations.
- Experience conducting descriptive statistical analysis of data sets; and/or compiling, organizing, and analyzing qualitative data sets (narrative text and documents).
- Ability to develop charts, tables, and other graphics for reports and presentations; Candidates able to develop data visualizations will be highly competitive.
- Demonstrated ability to learn new technologies for data collection, analysis, and reporting of findings.
- Strong organizational skills, including the ability to work across multiple projects and manage multiple tasks; previous experience with coordinating research projects is highly desirable.
- Excellent writing skills, including demonstrated ability to develop and produce content to engage and educate stakeholders.
- Strong communication skills when interacting professionally with external stakeholders/clients.
- Strong working knowledge of MS Office, including Word, Excel, and PowerPoint.
- Demonstrated ability to work as a team player and to treat staff and clients respectfully.

- Must be authorized to work in USA (visa sponsorship not available).
- Ability to travel periodically.

Compensation: Starting salary \$45,000 - \$52,000 per year. Full-time benefits include 8 paid holidays, paid time off, health insurance, retirement contributions (after 1 year of employment), and support for professional development.

Office Environment: This position is based in SEG's Williamsburg office. Telework up to 2 days per week offered based on incumbent's work performance and ability to work independently.

Promotion Opportunities: Research associates are eligible for promotion to project manager positions based on strong performance and completion of project management training program.

Application Process: Send cover letter and resume to patricia@shafferevaluation.com with your first and last name followed by "Research Associate" in the subject line. Selected applicants will participate in a screening interview conducted by videoconference, and a small number of candidates will be invited to an in-person interview with the research team. Candidates invited for an in-person interview will be asked to conduct a timed analysis of survey data in Excel and write a brief summary of findings to demonstrate their research capability.

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.