



Research Associate

Job Description

The Rennie Center for Education Research & Policy's mission is to improve public education through well-informed decision-making based on deep knowledge and evidence of effective policymaking and practice. As Massachusetts' preeminent voice in public education reform, we create open spaces for educators and policymakers to consider evidence, discuss cutting-edge issues, and develop new approaches to advance student learning. Through our staunch commitment to independent, non-partisan research and constructive conversations, we work to promote an education system that provides every child with the opportunity to be successful in school and in life.

To achieve this mission, the Rennie Center carries out three interconnected sets of work. The first is the *Condition of Education in the Commonwealth*, which brings together a wide-ranging set of data indicators to illuminate areas of success and areas for continued improvement across the education pipeline. The Condition of Education underpins our outreach activities throughout the year, helping us offer multiple opportunities for constructive discourse on significant issues in education. Our second major area of work is independent research on critical issues in education. Our objective and non-partisan research projects are carried out by experienced researchers trained in both quantitative and qualitative methods. Finally, the Rennie Center facilitates on-the-ground programs to promote substantive changes in education policy and practice in school districts across the Commonwealth.

Position Overview

The Research Associate will assist in the design and execution of projects in the Rennie Center's research portfolio, reporting to the Associate Director, who oversees our independent research as well as the *Condition of Education in the Commonwealth*. The successful candidate for this position will have excellent verbal and written communication skills, as well as skills to perform the following tasks:

- Support the Rennie Center's research projects by assisting in all phases of the design and execution of qualitative and quantitative research projects, including developing data collection instruments; identifying schools/districts demonstrating promising practices; assisting with data collection (as described below); analyzing qualitative and quantitative data; preparing written summaries and reports of study findings; and preparing graphical summaries of key study findings (e.g., tables, charts, and other graphics).
- Assist with primary data collection (e.g., pulling and analyzing data from existing databases; conducting telephone and in-person interviews and focus groups; monitoring online survey data collection) and secondary data collection (collecting relevant research reports, policy papers and journal articles as well as reading, evaluating and summarizing the findings). Please note that the vast majority of the Rennie Center's projects focus on qualitative data collection and analysis.
- Work closely and collaboratively with the Associate Director and Research & Policy Analyst to write and produce research reports, policy briefs and other written materials for a variety of audiences (policymakers, school and district leaders, teachers and other stakeholders), including issue briefs, legislative briefs, press releases and website materials.
- Manage projects with Associate Director oversight, support strategic planning efforts within the Rennie Center, and ensure that work is aligned with ongoing research, practice, and programmatic initiatives across the organization.

We hope that, over time, the Research Associate will develop the skills to support the development of new research projects by cultivating and managing relationships with potential research sponsors, although we recognize that this skill set (and these relationships) may take a little while to develop. Nevertheless, we are eager to find an entrepreneurial candidate who will be attuned to opportunities for expanding our research portfolio.

Qualifications

- Self-starter able to work in a fast-paced environment and complete projects independently
- Ability to coordinate multiple tasks and collaborate with others inside and outside the organization to move projects forward
- Ability to plan and prioritize goals to guarantee that deadlines are met
- Superb communication skills, with an emphasis on the ability to write clearly and concisely
- Strong follow-through skills and attention to detail
- Familiarity with qualitative and quantitative research methods, including design, implementation, analysis, and reporting
- Experience engaging and interacting with key stakeholders, including funders, policymakers, and educators
- Passion for public education and an interest in the Rennie Center's work
- Master's degree and at least 2 years of experience or 4+ years of experience in relevant field

To Apply:

Send the following documents to Laura Dziorny, Chief of Staff, at ldziorny@renniecenter.org:

- Résumé
- Cover letter

We anticipate that the starting salary for this position will be approximately \$60,000. Rennie Center employees also receive a generous benefits package. More information is available upon request.

The Rennie Center is an equal opportunity employer and strongly encourages applications from people of color, persons with disabilities, and LGBT applicants. This job description is subject to change at any time.