



## **Shaffer Evaluation Group is hiring a Research Associate**

**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 program design, performance monitoring, evaluation, and capacity building. SEG supports the development of educational programs that address and correct long-standing inequities in education so that all children and youth can excel.

We are searching for a high-performing Research Associate to support our day-to-day operations, engaging in all aspects of research and evaluation, providing oversight to various projects, and directing and/or collaborating with other staff and contractors. Activities will include developing research and evaluation proposals; collecting, organizing, and analyzing data; preparing reports; and managing projects. 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 is a full-time position located in our Williamsburg, VA, office with telework options; this is not a remote position. Primary duties 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 research and evaluation questions and plans appropriate to project goals and budgets;
  - 1.4. Prepare materials for Institutional Review Board review and monitor 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. Identify and/or develop appropriate instrumentation (e.g., surveys, interview protocols, observation protocols, knowledge assessments) for responding to research and evaluation questions;

2.2. Ensure that quantitative and qualitative data are collected using appropriate techniques to ensure reliability and validity;

2.3. Organize and conduct field data collection involving multiple data collection methods.

3. Data Analysis and Reporting

3.1. Ensure that data are processed, cleaned and organized in preparation for analyses, including delegating to and directing junior staff;

3.2. For quantitative data, conduct (or oversee the conduct of) statistical analyses ranging from descriptive analysis to multivariate analyses;

3.3. For qualitative data, conduct (or oversee the conduct of) rigorous analyses;

3.4. Summarize and report 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. Support business development by networking with current and potential clients;

4.2. Prepare research and evaluation proposals to secure funding for future projects;

4.3. Contribute in other ways to the development process.

5. Other Duties as Assigned.

**Decision-making Authority:** Research associates independently carry out day-to-day activities related to essential job functions and represents the organization with a variety of outside individuals and organizations; provide recommendations and products for review and comment by the SEG President, other SEG staff/subcontractors, or clients as applicable, and keep the SEG President informed of issues related to projects and services, seeking advice as needed.

**Work Location:** This position is based in Williamsburg, VA, with options for telework; this is not a remote position. Infrequent site-based travel is required. Travel beyond a 15-mile radius of the SEG office or employee's home is compensated at rates not to exceed the current GSA domestic per diem and mileage rates.

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

- Ph.D. or Master's degree in related field (Evaluation, Education, Educational Research); and at least 2 years professional experience; candidates with prior professional experience in K-12 school systems and institutions of higher education will be highly competitive
- Commitment to SEG's mission to partner with K-12 school systems and higher education institutions to support educational program design, performance monitoring, evaluation, and capacity building
- Strong proficiency in the design of educational research and evaluation studies, and qualitative and 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
- Superior 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.

**Compensation:** This position is available as a full-time salaried position. The salary for this position begins at \$55,000 dependent on qualifications. Full-time benefits include 8 paid holidays, paid time off, healthcare reimbursement, retirement contributions, 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 January 30, 2021.*

1. Why are you interested in working with Shaffer Evaluation Group?
2. What experience do you have with supporting research and evaluation for schools or universities?

3. How have you supported project work and client deliverables at other organizations?
4. What are one or two strengths that you feel like 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.