



COLLEGIATE DIRECTIONS, INC.
4827 Rugby Avenue, Suite 001
Bethesda, Maryland 20814
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www.collegiatedirections.org

Date: May 2023

Position: Education Research and Data Analyst

Reports to: Program Manager, School Support

Location: Bethesda, MD, hybrid

Organizational Overview:

Collegiate Directions, Inc., founded in 2005, is a 501(c)(3) nonprofit organization committed to closing the education, achievement, and opportunity gap for primarily first-generation-to-college students from low-income backgrounds. In our Scholars Program we provide comprehensive college counseling, targeted tutoring, test preparation, study skills, leadership training, and ongoing support, starting in 10th grade and continuing through successful college graduation. As a part of our School Support Program CDI extends our work to high school college advising offices through tailored consulting focused on helping school counselors and staff improve college advising and supporting students to find their best-fit college. Our Career Mentoring Initiative focuses on career coaching and access to workforce opportunities through experiential learning and connects Scholars with accomplished professionals in their chosen fields. Our Mental Health/Wellness Initiative aims to address our Scholars' social and emotional growth in meeting the wellness challenges they face from their high school through college years. CDI is a rapidly growing organization focused on closing the opportunity gap for its students which makes now an exciting time to join this dynamic team.

Summary:

Collegiate Directions, Inc. (CDI) seeks a qualified part-time education research and data analyst for 20 hours per week. The position will lead CDI's short- and long-term research and analytical programmatic goals. The research analyst will lead the effort to ensure the quality and accuracy of CDI's data, identify compelling data points to highlight CDI's work, assess areas for future development, and inform programmatic changes. This position is a collaborative one that works closely with the programs and communications teams as well as the president.

Key Responsibilities:

General education research and data analyst duties will include, but are not limited to:

- Work with team to develop research questions, conduct needs assessments, and perform statistical and qualitative analyses of existing student and program data. Examples include analyzing student performance data to identify gaps and trends, and developing data driven continuous improvement strategies for CDI
- Collect, synthesize, and analyze student-level data from a variety of internal and external sources
- Interface with our third-party strategic partner on standardized test data
- Carry out organizational data documentation process so that all staff can benefit from data and evaluation efforts
- Use National Student Clearinghouse (NSC) data to verify college enrollment, persistence, and completion rates
- Provide supervision and professional development to staff on data and evaluation-related activities
- Lead the development of organizational documents like logic models and theories of change to guide data identification, collection, and analysis
- Present data in a variety of digestible and compelling ways for diverse stakeholders

- Develop surveys and analyze responses to gauge student and alumni experiences and satisfaction
- Work with communications manager and president to translate key data into meaningful communication
- Act as a resource for internal program evaluation needs

Qualifications:

- Bachelor's Degree with 3-5 years experience in quantitative and qualitative research methods. Master's Degree a plus.
- Ability to use spreadsheet and statistical analysis software packages to analyze student-level data
- Excellent verbal and written communication skills and ability to communicate technical information to non-technical stakeholders
- Ability to work independently and take initiative
- Strong interpersonal skills and willingness to work with a dynamic team
- Strong organizational skills with attention to detail
- Ability to manage multiple projects with high accuracy in a fast-paced environment
- Familiarity with higher education and college access a plus

Salary:

Part-time position, 20 hours per week, up to \$22 per hour

Applicants should submit a letter of interest and résumé to jobs@collegiatedirections.org with salary requirements.

References should be available upon request.