

## **Research Analyst**

### **BACKGROUND**

Connecting innovation and education to dramatically transform the way students learn, LEAP Innovations® leads the nation in developing and scaling personalized learning practices, technology and innovations in classrooms throughout the US. Located at 1871, Chicago's premier incubator for technology and entrepreneurship, LEAP is quickly positioning Chicago as the national hub for education innovation. LEAP has also launched the country's first personalized learning framework and survey tools to measure practice in and beyond the classroom. Sponsored by major foundations and donors, LEAP currently works with over 80 schools across the Chicagoland area, improving the lives of thousands of students. LEAP also leads the Learning Assembly, a national network of organizations dedicated to scaling education innovation across the country. Winner of the 2016 Chicago Innovation Award for social innovation, LEAP Innovations is poised to increase our reach and impact by deploying our thought leadership, services and tools across the country.

### **POSITION**

LEAP is seeking a Research Analyst to join our growing research and evaluation team. LEAP has a variety of data gathering, analysis, and reporting streams, and an analyst can expect to lead a few of these streams as well as support others. This will require the contributions of an analyst with project management experience, a commitment to quality, and strong communication and analytic skills.

### **RESPONSIBILITIES**

- Manage large scale survey administrations (registration, distribution, reporting, etc.); including directly supporting school staff during survey administration;
- Manage relationships with external vendors (communicating needs and expectations, monitoring and reporting on progress, etc.);
- Manage data connections with outside partners (setting up transfers, maintaining data security, etc.);
- Interface with external partners, including conducting classroom observations and presenting data to relevant stakeholders;
- Interface with internal programs, offering data related support;
- Assist other members of the research team in various data related tasks;
- Support collaboration among team members both internal and external to LEAP, and contribute to a positive work environment.

### **EDUCATION AND EXPERIENCE**

The ideal candidate should enjoy working in a dynamic, results-oriented environment in which expectations are high for both the quality and speed of work. In addition, s/he should have the following:

- Bachelor's degree; degrees in education or social sciences (e.g., economics, sociology) preferred;
- 1-3 years related analytical experience; professional experience in education sector preferred; other exposure to the education sector (e.g. teaching, volunteering) a plus;
- Demonstrated project management skills, including the ability to lead and develop small and medium sized projects and tasks as well provide day-to-day management of more complex projects and tasks;
- Demonstrated ability to troubleshoot and problem solve; comfort with ambiguity;

- Familiarity with statistical programming languages (R preferred) and statistical analysis (hypothesis testing, regressions, etc.) strongly preferred;
- Excellent interpersonal, verbal, and written communications skills, including experience presenting information to non-technical audiences;
- Flexibility and ability to consistently meet deadlines;
- Ability to work independently as well as part of a team;
- Acute attention to detail, commitment to quality, and strong work ethic.

**Compensation:** Commensurate with experience. Excellent health benefits, 403(b) plan and group life insurance.

**Start Date:** Position currently available.

**Application:** Phone inquiries are not accepted. To apply, please email your cover letter and resume (including salary requirements) to [careers@leapinnovations.org](mailto:careers@leapinnovations.org). Please include the position name in the subject line of your email.