

Research Analyst

Reports to: Director of Research and Analytics for the Division of
Florida Colleges

Overview: The Research Analyst position supports the Director and Deputy Director of Research and Analytics in the organization of data related to Florida's 28 colleges. This includes working to provide division and Department of Education staff, college administrators, policymakers, reporters and other key stakeholders with descriptive data and clear communication. This position requires extensive use of computer software for data organization as well as the ability to conduct technical reviews of spreadsheets, documents and presentations for technical accuracy.

Duties:

- Assists the Director of Research and Analytics in the production and annual updating of evaluation reports, program reviews and research reports, including, but not limited to data snapshots, research briefs and reports using software including Excel and Word.
- Assists in the accountability process, including data collection.
- Reviews external education reports for information on current topics of interest.
- Coordinates and helps with project development including strategic imperative projects.
- Assists in the data request process through the PK-20 Education Reporting and Accessibility department and organizes the storage and tracking of fulfilled requests.
- Performs other specifically assigned duties and special projects.
- Maintains and improves personal effectiveness by delivering quality and timely products and services; adapting to changing priorities, demands and expectations; and acquiring and applying new skills and knowledge.
- The employee must be productive under tight timeframes, balance multiple and competing priorities and maintain goal-directed behavior and performance sometimes under stressful conditions.

Qualifications:

- Bachelor's plus two years relevant work experience or master's in a related field;
- Proficiency in Microsoft Excel, Word and PowerPoint;
- Experience with Tableau preferred;
- Ability to meet tight timeframes/deadlines;
- Experience conducting technical reviews of research reports and data summaries;
- Experience with project management;
- Ability to learn quickly, prioritize tasks and efficiently manage time; and
- Ability to communicate clearly and effectively both orally and in writing.

Interested applicants should submit their CV and cover letter to:

Keith Richard, Ph.D.

Director of Research and Analytics

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