



# Research Analyst

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## ABOUT ECRA

ECRA Group is premier research and analytics consulting firm that helps educational leaders improve student outcomes by adopting more evidence-based practices. ECRA Group has partnered with over 1,000 school systems nationally and works in partnership with many state and national professional organizations such as the American Association of School Administrators (AASA).

## REQUIREMENTS

- Bachelor's degree required in social sciences, research methods, statistics, or related discipline
- 2 years of experience conducting educational or social science research and analysis preferred, or Master's degree
- All candidates must be eligible to work in the United States without visa sponsorship

*Qualified candidates can submit a cover letter and resume to [jobs@ecragroup.com](mailto:jobs@ecragroup.com).*

## JOB DESCRIPTION

This position is responsible for performing various research and analytic projects.

## SKILLS AND KEY COMPETENCIES

- Strong foundation in quantitative and qualitative research methods and statistical algorithms
- Working knowledge and understanding of the context of school systems
- Ability to analyze quantitative and qualitative data to identify relevant findings
- Strong project management skills with demonstrated ability to meet deadlines
- Ability to work both independently and as part of a team
- Expert user of Microsoft Office Suite (Excel, Word, PowerPoint)
- Proficient user of SPSS or other statistical software
- Excellent verbal and written communication skills
- Experience with SQL Queries, Python, R, or other programming or scripting languages

## RESPONSIBILITIES

- Analyze quantitative and qualitative data, and draft reports and other deliverables
- Conduct a variety of statistical analyses including but not limited to educational assessment data and demographic data
- Facilitate and complete data transfers, data cleaning, and reporting tasks
- Verify the accuracy and validity of data entered in databases; correct any errors
- Produce high quality, error-free work that requires minimal revisions
- Prepare written reports, tables, and graphs interpreting and summarizing results
- Prepare PowerPoint presentations as needed
- Perform other ECRA miscellaneous duties as assigned by the Director, President, or CEO