

Research and Data Associate

Position Type: Full-time, exempt
Reports to: Senior Manager of Research and Policy
Start date: September 2023
Location: Chicago, IL

The Partnership for College Completion (PCC) seeks a research and data-savvy professional to build quantitative analytical capacity, specializing in our partnerships with Illinois colleges and universities.

The PCC is a nonprofit organization founded in 2016 to champion policies and practices that increase college completion and eliminate degree completion disparities for low-income, first generation, and students of color in Illinois - particularly Black and Latinx students. PCC envisions a state where equitable opportunities to access and complete a college education lead to greater degree attainment, racial equity, and socioeconomic mobility for Illinoisans.

With its vision for system-level reform and institutional change, the PCC executes a three-part strategy in pursuit of its goals:

- Supporting colleges and universities directly in their institutional equity change efforts
- Advocating for effective local, state, and national legislation & policy
- Elevating data and research to increase public dialogue on equity in college outcomes

Summary Statement of Primary Duties and Responsibilities

PCC's Research and Data Associate will primarily analyze data and research relevant to our institutional partners, working with our College and University Partnerships (CUP) team to share key insights that can help institutions narrow their completion disparities by race and income.

In addition to working with the CUP team, the Research and Data Associate will develop reports, contribute to our policy work, engage with researchers, and speak on issues that impact equitable college access and completion.

Key Responsibilities

- Regularly analyze data from and relevant to partner colleges, providing insight to the CUP team and to those institutions.
- Identify and analyze data and research on state and national higher education trends, evidence-based best practices, and institutional policies aimed at narrowing completion disparities.
- Synthesize, analyze, and visualize data and provide content for reports, fact sheets, issue briefs, legislative testimony, presentations, and other materials that can serve as a resource for college and university leaders, policymakers, and other partners.
- Work in alignment with PCC projects and initiatives to strengthen the overall PCC mission.

- Coordinate and contribute to research projects, and collaborate with external partners conducting research on our behalf.
- Help write content and visualize data to further PCC's Communications' work of disseminating information to the public.
- Present at and help coordinate CUP team meetings and events.
- Maintain relationships with stakeholders, including higher education leaders, community-based organizations, and subject matter experts.
- Represent the Partnership at various events and meetings with stakeholder groups, and help write remarks and speak at conferences and events.
- Support the development and execution of other strategic initiatives of the Partnership as needed.
- Other duties as assigned.

Knowledge, Skills, Abilities & Dispositions

- Strong commitment to and alignment with PCC's mission
- Commitment to PCC core values:
 - All students can succeed when given the right opportunities, tools, and supports
 - Equity in higher education is an urgent civil rights challenge
 - Solutions and resources exist to eliminate racial and socioeconomic inequities in higher education
- Ability to find, manipulate, analyze, and visualize data sets to produce charts, graphs, and relevant publications for internal and external audiences
- Research, writing, and editing skills, with the ability to tailor writing for a variety of audiences
- Strong verbal communication skills and the ability to clearly discuss data and research with external audiences
- Ability to synthesize complex research findings into clear, compelling, and accessible terms
- Ability to work independently and collaboratively with colleagues and partners
- Excellent problem solving and time management skills, experienced at meeting deadlines
- Ability to engage with diverse communities and constituencies at multiple levels
- Possess a track record of success as demonstrated by superior academic and professional achievement
- Lived or learned knowledge of the challenges confronting first generation, low-income college students; understanding of systemic barriers to completion faced by students in pursuit of college degrees
- Willingness to learn and adapt amid new and shifting priorities with a 'can-do,' solutions-oriented approach to problem solving
- Development-oriented mindset; reflective, self-aware, open and responsive to feedback and driven to learn from setbacks

Qualifications

- Bachelor's degree required, preferably in public policy, education, social sciences, economics, or a related field
- 1+ years of related professional experience preferred
- Experience contributing to complex projects requiring cross-functional collaboration

- Excellent written and verbal communications skills and ability to create and present information clearly and effectively for a variety of audiences
- Ability to lead meetings and presentations with a diverse set of stakeholders
- Knowledge of higher education access and success efforts and education policy
- Understanding of barriers faced by students, particularly low-income and first generation students, and students of color in pursuit of college degrees

Compensation

The salary range for the Research and Data Associate is \$55,000-\$65,000 annually, commensurate with experience, along with a generous benefits plan that includes health/dental/short- & long-term disability insurance; 403B plan with a company match; a number of other elective benefits; holiday, vacation, and sick accrual; flexible, hybrid work schedule; tuition reimbursement; and other competitive benefits.

Commitment to Diversity

The Partnership for College Completion is an equal opportunity employer with a commitment to building a diverse team and to engaging the skills and leadership of people of color, individuals from low-income households, LGBTQ+ persons, differently-abled people, and others that hold identities that represent the significant diversity of college students in Illinois. People from these and other historically marginalized backgrounds and communities are strongly encouraged to apply. We look forward to hearing from you!

COVID-19

PCC currently maintains a hybrid work environment with days required in office each week. Additionally, COVID-19 vaccination and corresponding documentation must be provided by all employees in advance of their start date.

How to Apply

Please send resume/CV and personalized cover letter to apply@partnershipfcc.org with the subject line Research and Data Associate. Resumes will be accepted and reviewed on a rolling basis until the position is filled.

PCC is an equal opportunity employer and does not discriminate against any employee or applicant for employment based on sex, race, color, ancestry, citizenship, ethnicity, national origin, religion, age, ability, sexual orientation, gender identity or expression, marital status, pregnancy or any other characteristic protected under federal, state, or local law.