

## Research Assistant at the American Institutes for Research

### Overview

Join AIR as a **Research Assistant** and work with fellow researchers at [CALDER](#), as we make significant technical and analytical contributions to the field of education research.

AIR is currently seeking a Research Assistant to work in the National Center for the Analysis of Longitudinal Data in Education Research (CALDER). CALDER capitalizes on state administrative data files that extend from elementary school through college to examine the effects of education policies on student and teacher outcomes.

Candidates hired for the position may work remotely within the United States (U.S.) or from our Washington, DC or Seattle, Washington office. This does not include U.S. territories.

### About AIR:

Established in 1946, with headquarters in Arlington, Virginia, AIR is a nonpartisan, not-for-profit institution that conducts behavioral and social science research and delivers technical assistance to solve some of the most urgent challenges in the U.S. and around the world. We advance evidence in the areas of education, health, the workforce, human services, and international development to create a better, more equitable world.

AIR's commitment to diversity goes beyond legal compliance to its full integration in our strategy, operations, and work environment. At AIR, we define diversity broadly, considering everyone's unique life and community experiences. We believe that embracing diverse perspectives, abilities/disabilities, racial/ethnic and cultural backgrounds, styles, ages, genders, gender identities and expressions, education backgrounds, and life stories drives innovation and employee engagement. Learn more about AIR's Diversity, Equity, and Inclusion Strategy and hear from our staff by [clicking here](#).

### Responsibilities

The responsibilities for the position include:

- Assist senior researchers in the analysis of large-scale quantitative data and presentation of results
- Develop and maintain a broad understanding of current education reforms
- Draft coding notes and research results with quick turnaround time
- Use web-based and social media tools to facilitate the dissemination of research to the field

- Notetaking during interviews with school district staff and using interview notes to inform research design and analysis

## Qualifications

### **Education, Knowledge, and Experience:**

- Bachelor's degree in economics, applied statistics or a social science or related field
- Prior experience analyzing data with Stata or R
- Prior research experience preferred but not required

### **Skills:**

- Ability to work independently or as a member of a team with individuals at all levels and from diverse back grounds
- Excellent communication skills and the ability to communicate with a wide variety of audiences
- Ability to pay close attention to detail while keeping larger project goals in mind
- Excellent organization and time management skills with the ability to handle multiple competing priorities under time constraints
- Attention to detail and commitment to accuracy in data collection and when writing reports
- Effective communication skills with the ability to work with others efficiently in a virtual work environment
- Proficiencies with Microsoft Office Suite, specifically Word and Excel

### **Disclosures:**

Applicants must be currently authorized to work in the U.S. on a full-time basis. Employment-based visa sponsorship (including H-1B sponsorship) is not available for this position. Depending on project work, qualified candidates may need to meet certain residency requirements.

All qualified applicants will receive consideration for employment without discrimination on the basis of age, race, color, religion, sex, gender, gender identity/expression, sexual orientation, national origin, protected veteran status, or disability.

AIR adheres to strict child safeguarding principles. All selected candidates will be expected to adhere to these standards and principles and will therefore undergo reference and background checks.

AIR's [Total Rewards Program](#), is designed to reward our staff competitively and motivate them to achieve our critical mission. This position offers \$25.50 per hour. Salary offers are made based on internal equity within the institution and external equity with competitive markets. Please note this is the annual salary range for candidates that are based in the United States.

AIR maintains a [drug-free work environment](#).

### **Fraudulent Job Scams Warning & Disclaimer:**

AIR is aware of individuals falsely presenting themselves as AIR representatives. Fraudulent job scams seek to extract sensitive information or money from victims. To protect yourself, please be aware that AIR recruitment will only email you from an “@air.org” domain. Please take extra caution while examining the email address, for example **jdoe@air.org** is correct and **jdoe@aircareers.org** is not a legitimate AIR email address. If you are unsure of the legitimacy of a communication you have received, please reach out to [recruitment@air.org](mailto:recruitment@air.org).

If you see a job scam, or lose money to one, report it to the Federal Trade Commission (FTC) at [ReportFraud.ftc.gov](https://www.ftc.gov/ReportFraud.ftc.gov). You can also report it to [your state attorney general](#). Find out more about how to avoid scams at [ftc.gov/scams](https://www.ftc.gov/scams).

**Please note, each section of the application is required in order for you to be considered for this opportunity. If you do not complete the required screening questions, or if you close your browser before completing each section of the application, your application will not be submitted for this position.**

**American Institutes for Research is an equal employment opportunity/affirmative action employer committed to excellence through diversity. Minorities, women, individuals with disabilities and veterans are encouraged to apply.**

**American Institutes for Research’s commitment to Diversity goes beyond legal compliance to its full integration in our strategy, operations and work environment. Diversity is valued and Inclusion is reflected in all efforts to recruit, develop, and engage the diverse staff needed to accomplish our mission.**

**ACCESSIBILITY NOTICE:** If you need a reasonable accommodation for any part of the employment process due to a physical or mental disability, please send an email to Taliba Boone at [tboone@air.org](mailto:tboone@air.org) or call 202.403.5000.

**[Apply here!](#)**