RESEARCH & SPECIAL PROJECTS ASSOCIATE

OVERVIEW

Opportunity Insights (OI) is a nonpartisan research and policy institute focused on improving economic opportunity. Founded in 2018, Opportunity Insight has become a nationally- and internationally-recognized leader in the science of economic mobility and in the use of large administrative data to understand and address inequality. Opportunity Insights has published seminal work on national trends in upward mobility, racial disparities, the role of neighborhoods and higher education in upward mobility, and most recently, the use of private-sector data to understand disparate impacts in the current economic recession and recovery. To complement this research, Opportunity Insights is committed to training resources for the next generation of social scientists as well as the development of data resources such as the Opportunity Atlas and the Economic Tracker to support evidence-based policy and practice.

Our team, led by Raj Chetty, John Friedman, and Nathan Hendren, consists of leaders from academia, policy, and management, supported by a staff who share a passion to revive the American Dream. We are seeking a **Research and Special Projects Associate** who will report directly to Principal Investigator, Prof. John Friedman, and collaborate with him and other OI staff and research affiliates on data management, cleaning, and analysis; stakeholder engagement; and preparation and coordination of special projects and research presentations.

RESPONSIBILITIES

Data Management and Analysis
- Manage data transfers, updates, and dataset cleaning for education projects (e.g., datasets pertaining to CLIMB, surrogate project, Zearn, etc.)
- Analyze OI and agency administrative data to pertaining to education research projects (e.g., CLIMB datasets, Zearn datasets)
- Develop data reports, visualizations, and/or other briefing materials to effectively convey findings to intended stakeholders.
- Provide analytic support to Prof. Friedman and at his direction, to others on the research team, on other research projects as needed.

Content Creation
- Collaborate on content creation for new and ongoing research projects. Tasks may include drafting results slides, nontechnical summaries, and policy briefs under the supervision of Professor Friedman.
- Assist Prof. Friedman in other content creation as needed including on project and grant reports, blog posts, news articles, congressional testimonies, teaching materials, and other resources

Stakeholder Coordination and Engagement
- Work with Prof. Friedman and others from OI in outreach and communication with education research partners, including CLIMB network participants and future data and project

collaborators. This work may include coordination of Data Use Agreements and terms, participation in exploratory meetings for future partnerships, and development of outreach and engagement materials and **strategies**.

REQUIREMENTS

BACKGROUND/EXPERIENCE
- Bachelor's Degree required with 1-2 years of related experience.
- Experience as a Research Data Analyst, especially quantitatively analyzing big real-time data, strongly preferred.
- Programming experience in Stata, SAS, R and/or Python, and experience working with large and/or administrative datasets.
- Strong quantitative skills. Excellent conceptual understanding of economic models and econometric / statistical techniques.

COMPETENCIES
- Demonstrated knowledge of and enthusiasm for economics and public policy.
- Strong critical thinking skills and an ability to introduce creative problem-solving to complex analytic puzzles.
- Exceptional written and verbal communication skills.
- Ability to handle highly confidential and sensitive materials and situations.
- Ability to effectively manage a heavy workload, competing priorities, and tight deadlines.
- A quick, self-learner with ability to initiate, organize, prioritize and complete multiple, high-level projects; adapt to changing business needs, conditions, and work responsibilities; respond to change with a positive attitude and a willingness to learn new ways to accomplish work activities and objectives.
- Works well independently and in a team environment.
- Demonstrated sound judgment with the ability to solve problems and make effective decisions.
- Demonstrated ability to support a community of diverse perspectives and cultures in an inclusive environment.

REPORTING LINES
- Reports directly to John Friedman

LOCATION
- Providence, RI or Cambridge, MA

OPPORTUNITY INSIGHTS

Research and Special Projects Associate

Please apply through Brown University's online portal.