



LEARNING RESEARCH ASSOCIATE NEEDED FOR SUCCESSFUL NON-PROFIT

The Space Science Institute (SSI) headquartered in Boulder, Colorado has an immediate need for a highly motivated and organized individual to work off-site in the Albuquerque, NM area assisting the Director of Learning Research and Evaluation in assessing the implementation and impact of SSI's multiple STEM evaluation projects. The Learning Research Associate will assist with research design, planning, and analysis of quantitative and qualitative data collection methods. In cooperation with project partners, the Learning Research Associate will collect data in museums, and facilitate interviews in-person and via telephone, clean and enter data and perform quantitative and qualitative analysis. Additionally, he or she will work closely with the Director of Learning Research and Evaluation during report writing and for maintaining communication with program staff. The ideal candidate will have a wide range of experience in evaluation work, possess excellent judgment, pay impeccable attention to detail, and have the ability to prioritize demands and shifting workflows. This will be a remote employment position with work primarily taking place from home, however due to the nature of data collection, some work on weekends and in various locations will be required.

Essential Duties & Responsibilities:

- Project management for education and evaluation projects, setting appropriate timeframes for work and coordinating with team members to get work completed to ensure timely deliverables.
- Write and implement project-specific evaluation plans for review.
- Conduct literature reviews requiring exploration of a given field, identifying relevant projects or data, and synthesizing information across a broad range of areas or domains.
- Synthesize data and perform quantitative and qualitative data analysis.
- Describe and conduct data analysis using descriptive and inferential statistics.
- Manage and maintain large datasets.
- Independently interpret data and make recommendations where appropriate.
- Help develop improved systems for data collection and management.
- Develop protocols for timing and tracking and interview.
- Perform exhibit observations, and facilitate and conduct interviews.
- Perform data entry, cleaning, merging, and database management tasks.
- Prepare tables and write narratives for reports.
- Assist SSI with report writing and informative data for funders and grant applications.
- Maintain positive and professional ongoing communication with program staff.
- Performs any/all other duties as requested.

Qualifications, Skills, and Knowledge Requirements

- Master's degree in education research, evaluation, psychology, social policy, sociology, psychometrics, or other related disciplines.
- Interest in STEM education in informal and formal environments.
- Effective project management and coordination skills.
- Strong analytical skills, with experience with SPSS and other social sciences software.
- Expertise in Microsoft Office (Word, Excel, PowerPoint, Outlook).
- Detail-oriented with clear written and oral communication skills; must be able to explain research concepts and statistics in plain English.
- Must be able to travel for data collection as necessary.

- Must be extremely comfortable working with the general public, in time-sensitive settings, focusing on the most important data points.
- Well-developed problem-solving skills.
- Ability to manage projects with minimal supervision.

Preference may be given to individuals with:

- One or more years of experience conducting exhibit evaluation and managing research studies, preferably in educational and/or nonprofit settings.
- Content knowledge/expertise in at least one particular area pertinent to the work of the organization.
- Basic familiarity with inferential statistics.

This position is 50-75% time within the National Center for Interactive Learning branch at SSI and will start with a one year appointment, with potential for continuation dependent upon available funding and successful performance. Salary range \$45,000 to \$50,000 annually (at full time status). A comprehensive benefits package is available to those hired at a 75% time or higher level.

To Apply: Interested individuals should send a letter of interest, resume (with 3 references), and include a writing sample describing your evaluation work/experience to the hiring manager at: haleygoldman@ncil.space-science.org. **No telephone inquiries or recruiters please – direct applicants only preferred.**

Please note: The Space Science Institute is a non-profit, public benefit corporation and operates as an equal opportunity employer. This job description is general in nature and is not designed to contain or to be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications of the position. Any further questions relating to employment at the Space Science Institute may be directed to Human Resources at: ccoe@space-science.org.