

Data Analyst

Full-Time, Washington, DC (Preferred but can be remote)

Typical Range: \$70,000- \$90,000 (see [Glassdoor](#))

About the Education Design Lab

The Education Design Lab (Lab) is a national nonprofit that designs, tests, and implements unique education models and credentials that address the rapidly changing economy and emerging technology opportunities. The Lab demonstrates where technology, rigor, and design can improve opportunities for historically underinvested learners to achieve equitable futures.

The Lab is unlike other organizations in the nonprofit education space. We are boundary-spanners and work across disciplines and alongside schools, employers, entrepreneurs, government, foundations, nonprofits, and innovators. We are known for our work on the ground and have significant experience managing national and local learning cohorts, working with organizations such as The Lumina Foundation, the Michael & Susan Dell Foundation, the Gates Foundation, the United Negro College Fund (UNCF), Walmart, American Council on Education, and the ECMC Foundation. To learn more about the work we do and what we care about, visit www.eddesignlab.org, and follow on Twitter [@eddesignlab](https://twitter.com/eddesignlab).

About the Data Collaborative for a Skills Based Economy

The Data Collaborative for a Skills-based Economy (Data Collab) is an innovative, unique data hub that serves as an aggregator of data across organizations, data sources, and data schemas to inform a learning agenda regarding prototype efficacy for equitable credential completion and quality work placement. Education Design Lab's Data Collab includes affiliates such as Brighthive LLC (technical administrator), National Student Clearinghouse (PDP data submission), Urban Institute (external evaluator), and Credential Engine (data partner), and participating college partners.

While colleges and universities currently capture significant student data in their systems and often report this information to state, federal, and accreditation sources, the ability to understand student trends in non-credit, continuing education, and workforce preparation has been a “black box” for information. Little to no benchmarking, reporting, or analysis has been done to compare retention, completion, and wage/labor outcomes on short-term, non-academic programs. The Data Collab allows colleges to compare internal alternative programs, while also providing the opportunity to answer impact questions through contrast with other participating institutions.

The Data Collab includes the data infrastructure and the technical, governance, and legal frameworks required, to support data collection across multiple sources (including the Lab's partners, higher education institutions, state and federal agencies, national organizations, and others) that allow for the Lab to 1) capture, measure, and evaluate learner impact, and 2) provide a suite of data dashboard products that allow the Lab, our partners, and the broader community better understand the impact on the learner.

About the Data Analyst

This is a new role at the Lab reporting directly to our Director, Credentialing Products and works horizontally across the Lab to manage and scale the Lab's newly established *Data Collaborative for a Skills Based Economy* (Data Collab).

This role assumes responsibility for the execution and scale of the Data Collab across the Lab. This person will take responsibility for managing the Lab's master data set, developing user-friendly reports and easy-to-use dashboards, and troubleshooting data issues with Lab staff and external partners. This position requires the capacity to manage a heavy workflow of requests from across the organization efficiently and with the diligence to check all work for accuracy and completeness. The ideal applicant is incredibly detail-oriented, is open and able to handle frequent troubleshooting, a good communicator, has served as a data analyst and has a deep understanding of the popular data analysis tools and databases.

We deeply value the expertise of lived experience and strongly value and seek to invest in applicants that have shared lived experience with the learners we currently and hope to work with, including folks of color, people from working class and low-income backgrounds, those who are immigrants or children of immigrants to the US, those whose first language isn't English, trans and queer individuals, and others from communities who have been underinvested in.

Responsibilities:

- **Serve as the Lab's "Go-To" Data Person**
 - Provide technical assistance so Lab staff and partners can put data into action
 - Develop a regular cadence of data maintenance
 - Serve as the go-to person for any data troubleshooting
 - Train end-users on new reports, dashboards, protocols, and more
 - Coordinate with project leads on data access and flows
 - Generate reports from single or multiple systems
 - Establish data dictionaries, templates, and processes
 - Perform statistical analysis of data

- Support skills, digital micro-credentials, micro-pathways, and framework digital data submission (Badge issuing systems, Credential Engine, Open Skills, CASE Network, etc.)
- **Backbone + Coordinate the Lab's Data Collaborative Partnership**
 - Develop and manage internal data infrastructure to coordinate data strategies across projects and organizations that feed into the Data Collab
 - Maintain data contacts at colleges in partnership with Lab staff leading projects a part of the Data Collab
 - Facilitate onboarding of new schools and data expansion plans of the Data Collab to other projects across the Lab
 - Monitor and maintain data governance, security, partnership documents, etc. to maintain the Data Collab model
- **Design Actionable Data Dashboards + Visualization**
 - Organize and transform information into comprehensible structures for Lab staff, college leaders, employers, funders, and others
 - Use tools and techniques to visualize data in easy-to-understand formats, such as diagrams, charts, and graphs appropriate for presentations, media, email newsletters, funder reports, and more
 - Manage and design a reporting infrastructure and strategy, including data sources, security, and metadata
- **Coordinate with the Lab's Thought Leadership + Impact Team**
 - Analyze data for institutional learning and coordinate with the Thought Leadership + Impact team to identify and develop visualization of data to support Lab annual and long-term goals and objectives
 - Extract reports in response to project reporting and funder requests
 - Use data mining to extract information from data sets and identify correlations and patterns that support broader impact goals
 - Use data to predict trends in programs and projects to inform strategy
 - Processing confidential data and information according to guidelines.
 - Dashboards integration with other Lab data sources

Qualifications:

We do not require a college degree for our applicants but are looking for some type of formal training, credential, and direct experience that visibly demonstrates a candidates competencies in the following areas:

- **Data Analysis + Data Strategy Skills:** Has worked as a data analyst in higher education (strongly preferred) and can handle large data sets and relational databases. Understands metadata standards, and has high-level experience in methodologies and processes for managing large-scale databases.

- **Data Business + Partnership Skills:** Ability to work with stakeholders to assess potential risks and opportunities and has managed complex data partnerships. Ability to analyze existing tools and databases and provide software solution recommendations.
- **Data Visualization + Data Storytelling Skills:** Can bring to life complicated data into actionable visuals that can guide strategy and change mindsets. Has high-level written and verbal communication skills to bring people along and use data to inspire action.
- **Project Management + Organizational Skills:** Ability to manage tasks and workflow and work within the Lab team to meet deadlines; strong attention to detail.
- **Collaboration Skills + Flexibility:** Ability to pitch new or build on existing ideas and keep staff up to date on projects, work closely with all levels of the Lab on projects with changing priorities and deadlines, and work as part of a team.
- **Problem-Solving Skills:** Self-motivated and able to solve complex problems in an innovative, effective, and timely manner.

Data show that women and BIPOC candidates more frequently do not apply to a job because they don't feel that they meet all of the qualifications listed. Our job descriptions are general overviews, not a mandatory comprehensive list. If you feel passionate about our efforts and believe that you have the skills to succeed in this role, we want to hear from you!

We encourage all interested persons (including Black people, Latinx people, indigenous people, people of color, first generation graduates, people with disabilities, members of the LGBTQIA community, veterans, and people with experience with community colleges and with learners who have long been under invested in) to consider submitting an application for this role if they meet the majority of the qualifications listed.

Application Instructions

To apply, please submit a cover letter and resume using our [form here](#) by October 21, 2021. Be sure to include your skills with specific technology platforms and/or systems. Applicants will be reviewed on a rolling basis.

Equal Opportunity Employer

The Education Design Lab is an equal opportunity employer; applicants are considered for all roles without regard to race, color, religious creed, sex, national origin, citizenship status, age, physical or mental disability, sexual orientation, marital, parental, veteran or military status, unfavorable military discharge, or any other status protected by applicable federal, state or local law.