



JOB TITLE: POLICY RESEARCH ASSOCIATE
LOCATION: WASHINGTON, DC
REPORTS TO: DIRECTOR OF POLICY RESEARCH
FLSA STATUS: EXEMPT

SUMMARY: Under the direction of the Director of Policy Research, the Policy Research Associate conducts research, surveys and quantitative analyses; compiles and organizes data; and uses new and existing data sources to prepare, enter, arrange and display data in meaningful and useful formats for those who must understand and evaluate it.

The Associate will provide ongoing administrative and logistical management support for AAU's membership committee and other data and survey -based work. This includes tracking project status, timelines, deliverables, project requirements; preparing for meetings, conference calls, and webinars; and supporting and coordinating internal and external partners. Under the direction of the Director of Policy Research, the Associate will contribute to policy studies, data related projects, papers and other written communications on a variety of topics of importance to research-intensive universities.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned to meet business needs.

- Conducts background policy research and analyses to support existing projects as well as proposals for new bodies of work; synthesizes research findings to identify and recommend best practices.
- Extracts, collects and aggregates data across databases, information sources, survey responses, and other data sources; ensures data quality; cleans and checks exiting data for consistency and accuracy.
- Assists in developing, proof-reading, fact-checking and reviewing documents, presentations, and data analyses on behalf of the policy department.
- Conducts data standardization processes; proactively identifies and proposes alternatives to improve the stability, performance, and accuracy of the data.
- Assists in coordinating, administering, analyzing, and reporting on AAU surveys as well as developing one-pagers and topic briefs to support the team's work in the areas of science policy, higher education policy, and other policy areas most relevant to research universities.
- Assists AAU policy staff in the development and implementation of major new policy initiatives and in planning and coordinating policy related workshops and meetings.
- Communicates through social media about relevant data and policy issues pertinent to the department.

Membership Committee Support

- Provides full administrative support for the membership committee. This includes:
 - Maintaining Committee membership lists and working with Committee staff to schedule calls as necessary.
 - Creating Membership Committee meeting materials.
 - Gathering and packaging confidential content for the in-person bi-annual meeting and post meeting materials on the secure SharePoint site.

Policy Department Projects and Initiatives Support

- Provides administrative support to team members when needed.
- Attends and reports on briefings, hearings, coalition meetings and conference calls as needed.
- Conducts background research and provides data support for policy-team and broader AAU initiatives.
- Attends AAU constituent meetings as needed.
- Tracks project timelines, deliverables, and internal/external partners across multiple projects and teams, and proactively communicates progress and potential challenges to supervisors and project teams.
- Assists with the execution of meetings, conference calls, and webinars by coordinating logistics, developing agendas, developing content, taking notes, and following up on resulting action items.
- Supports and prepares senior staff for regular internal and external meetings; assists in the completion of deliverables; and drafts talking points and presentations for external audiences.

QUALIFICATIONS/REQUIREMENTS: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must work with integrity and be reliable; look for ways to improve and monitor own work to ensure quality; meet deadlines; follow AAU's policies and procedures; and ensure that work responsibilities are covered when absent. Qualifications also include skills in the following areas:

Research:

- Must demonstrate strong data skills with an ability to pull data from existing sources and check it to ensure accuracy.
- Must be detail oriented and able to double check their own work to prevent mistakes.
- Must be proficient at writing and editing and able to convey information on complex issues both verbally and in writing using data and reasoning.
- Must maintain a strict code of ethics in working with highly confidential data.
- Must be able to resolve difficult problems, use analytical judgement, and be able to process a high volume of accurate, detailed, and quality work products.
- Must have experience with Excel including the ability to perform V-lookups and Pivot tables and use data visualization software, such as Tableau is required; some experience with SPSS or other statistical software is preferred.
- Must demonstrate knowledge and skill in a variety of computer software applications such as Microsoft Office 2010 (Word, Excel, PowerPoint, and Outlook), Microsoft SharePoint, content management systems, social media platforms, Adobe Creative Suite, and survey tools. Experience with statistical packages such as SPSS and other software, such as Tableau, is preferred.
- Must have experience with data collected through web-based systems, surveys and qualitative means.

Time Management:

- Must be able to perform well under pressure; be able to manage competing demands; be proactive; show resourcefulness; and adapt well to changing circumstances.
- Must be able to manage many projects, often at the same time, through their entire life cycle in collaboration with several internal and external team members.
- Must be able to work independently and have the ability to exercise discretion and independent judgment regarding matters of significance.

Communication:

- Must possess the ability to speak in formal and informal settings.

- Must have an interest in and be able to communicate data visually and in innovative ways that help to convey important points to targeted audiences.
- Must possess an ability to effectively establish and maintain working relationships with peers and constituents at all levels of the association.
- Must be able to communicate effectively with staff as well as AAU constituents and external parties.
- Must create and support an environment which fosters teamwork, cooperation, respect and diversity.

Social Media:

- Must have background in monitoring and creating social media.

EDUCATION AND TRAINING/EXPERIENCE:

- College degree required (BA/BS) (additional graduate training is preferred), and minimum of two years' experience working with quantitative data and analysis. Experience in non-profit and/or higher education preferred.
- Intermediate level experience preparing data sets and performing data analyses, including the ability to read and interpret complex materials and perform data cleaning. Strong understanding of databases, analytical tools, and concepts required.
- Must display an advanced level of skill in the Microsoft Office suite 2010 or later.
- Experience working with Office 365, SharePoint, association management systems, mass email systems, and website content management systems is preferred.

TRAVEL. Travel is primarily local during the business day, although some evening, out-of-the-area, and overnight travel may be expected.

SUPERVISORY RESPONSIBILITY. This position has no supervisory responsibilities. However, the Policy Research Associate is expected to coordinate efforts with key personnel in the department and the Association to achieve the position's purpose.

WORK ENVIRONMENT. This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

PHYSICAL DEMANDS. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear.

This is largely a sedentary role; however, the employee is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. Some filing is required; this would require the ability to lift files, open filing cabinets and bend or stand as necessary. This job requires the employee to lift at least 20 pounds infrequently.

POSITION TYPE. This is a full-time position. The exemption status of this position is exempt. Days and hours of work are Monday through Friday, 9:00 a.m. to 5 p.m. Occasional evening and weekend work may be required as job duties demand.

OTHER DUTIES. Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

MUST BE CURRENTLY AUTHORIZED TO WORK FOR ANY EMPLOYER IN THE U.S.