Public Education Foundation Data Scientist Position Description & Application Requirements

The Public Education Foundation (PEF) is seeking a Data Scientist to partner with the organization's research and effectiveness staff on measurement, research, and evaluation tasks associated with our College and Career Network programs and constituents. This position is a full-time, one-year, renewable, grant-funded position beginning on June 15, 2019. Employment past one year is contingent on successful completion of assigned duties and future funding. This position requires on-site (at the PEF offices) and occasional off-site work. The Data Scientist will report to PEF's Director of Research and Evaluation.

The work associated with this position is designed to explore, uncover, and define postsecondary readiness, matriculation, persistence/retention, and completion challenges and barriers while seeking to develop tools to aid education professionals, students, and parents/guardians in overcoming these barriers. Specific research activities will include:

Maintenance and refinement of existing predictive dashboards, related tools, and benchmarks, including:

- Continued development, field-testing, and management of postsecondary readiness and matching dashboards along with support of associated routines, business rules, and application parameters
- Regular collaboration with the Hamilton County Department of Education's Research and Accountability office on postsecondary pathways-related data and systems
- Regular collaboration with key postsecondary partners and their institutional research, effectiveness, and planning office(s)
- Maintenance, management, and refinement of existing postsecondary program database and relational tables

Daily tasks:

- Relational database development and maintenance including standardization of file layout parameters and formats within and between data sets from different stakeholders and points of origin
- Routine data queries and reports
- Descriptive and inferential statistical analyses
- Articulation and summarization of query and statistical results
- Partnering on related research and effectiveness duties
- Research and policy analysis and application
- Survey development, management, and results presentations and applications

The ideal candidate is an individual with a strong belief in the importance of a high quality and equitable public education for all students. The candidate should possess and be able to exhibit the following:

- High-level relational database development and management skills with an emphasis on data layout standardization
- An application-level understanding of research methodologies and data science practices, specifically experience with social science or policy research practices and methodologies including hypothesis testing, meta-analysis, and factor analysis
- Mixed-methods research skills-sets and experience
- Working knowledge of and experience with statistics and statistical analyses
- Working knowledge of SPSS, SAS, R, Excel or similar software package and interfaces
- Familiarity with QGIS and associated file elements or the necessary pre-requisite skills to acquire a working knowledge of QGIS
- A background or familiarity with basic organizational psychology principles and procedures

Finally, the candidate must satisfactorily pass a criminal background check and be willing to sign a confidentiality agreement to protect, district, school, classroom, student, parent, and education professional data.

Qualified and interested applicants should submit a resume or curriculum vitae, a letter of interest, and a position fit analysis including a description of the candidate's skills and experience as they apply to each research activity, daily task, and ideal candidate line-item as listed in this job description.

Materials should be submitted to Joni Martin at JMartin@pefchattanooga.org by May 15, 2019.

The Public Education Foundation (PEF) is an equal opportunity employer and does not discriminate in employment on the basis of race, color, religion, sex or disability.