



JOB DESCRIPTION: Evaluation & Research Assistant

September 2022

School-to-School International (STS) is a nonprofit organization based in Pacifica, California committed to improving the lives and learning of children worldwide through thoughtful research, practice, and partnerships. For two decades, we have partnered with individuals, government ministries, NGOs, private foundations, and research institutions to improve the quality of children’s learning. We have worked in more than 40 countries across the globe aiding in research and evaluation, curriculum and training, policy and planning, and integrated approaches to education.

Role: The primary role of the Evaluation & Research (E&R) Assistant is to provide research and administrative support in the execution and management of research activities on projects, as well as support knowledge management for the Evaluation & Research Department. The E&R Assistant may also provide support to the School-to-School International (STS) senior management and respond to requests made by STS management on an as-needed basis.

The E&R Assistant position is a great fit for someone interested in research, data, and international development and is looking to gain experience while working for a small, collaborative, and fast-paced organization focusing on research in education globally. The position requires at least an introductory understanding of research processes and data management and a desire to build skills in those areas, a willingness to travel internationally, attention to detail, and training & presentation skills.

To apply: Please submit a resume/CV and cover letter describing your interest and qualifications to info@sts-international.org with the subject line “Evaluation & Research Assistant.” Applications will be reviewed on a rolling basis.

Responsibilities

Support to Data Collection, Data Quality Management & Assurance, and Data Analysis

- Support electronic data collection, including programming tools such as learning assessments and surveys into software such as Tangerine and Survey CTO
- Serve as STS’s organizational expert and point of contact with electronic data capture platforms
- Support project staff with institutional review board (IRB) approval applications
- Prepare materials for data collection trainings with guidance from project staff and support remote and in-person facilitation, including troubleshooting challenges

- Support data quality assurance, including remote and in-person monitoring of electronic data during data collection
- Follow and adhere to procedures and templates for electronic data collection
- Complete data cleaning and preparatory steps for further analysis using statistical software such as Stata or R.
- Collaborate with other E&R staff to conduct basic quantitative data analyses (e.g., descriptive statistics) and produce initial data visualizations
- Conduct literature reviews to support research efforts
- Assist with qualitative data collection and analysis, including assisting with the facilitation of—or training others on the facilitation of—focus groups and key informant interviews, participating in survey administration, coding transcripts, and conducting basic descriptive analyses

Support to Report Writing & Finalization of Project Deliverables

- Contribute to the creation and finalization of project deliverables such as reports and results presentations with guidance from E&R staff
- Support technical staff to plan, create, and finalize data visualization for reports and other deliverables
- Support the creation and finalization of report annexes
- Support the creation of public use files

Coordination of Knowledge Management for Evaluation & Research Department

- Work with E&R department to develop clear knowledge management processes and systems for data management and file maintenance within projects
- Support onboarding of new staff members and familiarization with knowledge management processes and systems
- Socialize E&R products and deliverables across the organization

Other duties as assigned by supervisor

Qualifications

To succeed in this position, the E&R Assistant will have excellent critical thinking; administrative; and written and verbal communication skills. A successful candidate will also have a passion for research and curiosity to learn about education development in countries around the world, including how gender, disability, nutrition, and social and emotional learning play a role in education outcomes.

Required

- Bachelor's degree in international development, economics, education, statistics, research methods, political science, or a related field

- Coursework in statistics or research methods
- Familiarity with at least one quantitative analysis program—such as SPSS, STATA, SQ, or R—and a desire to gain proficiency in additional quantitative analysis programs
- Interest in learning programming and data management for multiple electronic data collection platforms
- Proficiency in MS Office (Word, Excel, PowerPoint, Outlook)
- Willingness to travel and work internationally a minimum of 8 to 12 weeks per year
- Spoken and written fluency in English
- U.S. work authorization required; STS is not able to sponsor employment visas
- STS requires the holder of this position be fully vaccinated against COVID-19

Preferred

- Spoken and written fluency in a language other than English
- Experience or interest to learn about designing and leading trainings in data collection, familiarity with principles of adult education and learning
- Experience with a variety of tools for data visualization, such as MS Excel, PowerBI, R, or Tableau.

Supervision and Oversight: STS offers a matrix approach to supervision and oversight. When working on a project, the Evaluation & Research Assistant will report to a member of the project team. At the departmental level, the Evaluation & Research Assistant will report to departmental staff.

Salary and Benefits: \$65,000 to 75,000 per year. School-to-School International offers excellent benefits, including health, dental, vision, disability, and life insurance, generous time off, employee assistance program, mobile phone reimbursement, flexible work schedule, and 401K match. Non-monetary benefits include a unique opportunity to be part of a growing, mission-driven organization that is working to promote education as a human right.

Location: Most STS staff work remotely. Preference will be given to candidates who reside in Raleigh-Durham/Research Triangle, greater Washington DC (including Virginia and Maryland), or the San Francisco Bay area. Other locations will be considered for a highly qualified candidate.

School-to-School International is an equal employment opportunities (EEO) employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability status, protected veteran status, gender identity, sexual orientation or any other characteristic protected by applicable law.