

Data Analyst

Insight Policy Research, Inc. (Insight), a rapidly growing, dynamic, small research and evaluation organization, is seeking an experienced Data Analyst to join our team.

We are a well-established small business, having provided nationally recognized research and evaluation services to federal, state, and private sector clients for the past 15 years. Our focus is on issues affecting at-risk and vulnerable populations. Headquartered in Arlington, Virginia, we conduct research in the areas of education, health, nutrition, and family support services. For further information, including the types of studies we conduct, please visit our website: www.insightpolicyresearch.com

Position Summary

The essential functions of this position include conducting a broad range of data analysis tasks using survey and administrative data in areas such as food and nutrition assistance programs, health services, and educational programs. Candidates must have expertise in quantitative data cleaning, editing, and analysis.

Responsibilities

- ▶ Evaluating administrative data for accuracy and consistency; communicating with government agencies about any problems discovered in administrative data submissions
- ▶ Compiling, editing, and analyzing survey data from primary data collection; analyzing data from large, national surveys
- ▶ Developing computer code for data diagnostics, cleaning, and analysis
- ▶ Producing documentation for analytic data sets
- ▶ Drafting written analysis and creating graphical and tabular representations of quantitative findings
- ▶ General project management tasks and other duties as needed

Education

- ▶ Master's degree in Mathematics, Statistics, or a Social Science (completed or in progress)

Qualifications

- ▶ Experience in data cleaning, manipulation, and analysis using statistical software such as SAS and R
- ▶ Experience in using national data sets, particularly those maintained by the U.S. Census Bureau and other federal agencies (e.g., American Community Survey, Current Population Survey, Survey of Income and Program Participation, Common Core of Data), and/or experience using administrative data sets (data from program eligibility systems, student records, etc.)
- ▶ Demonstrated ability to synthesize and interpret quantitative research for professional and lay audiences
- ▶ Ability to visualize quantitative findings effectively

- ▶ Proven project management skills and ability to allocate time and resources toward the completion of multiple projects with overlapping timelines
- ▶ Excellent attention to detail
- ▶ Proven oral and written communications skills
- ▶ Willingness to contribute to other project tasks as needed
- ▶ Experience with advanced statistical and data science methods a plus.

Contact

EEO: All candidates will be considered without regard to race, color, religion, sexual orientation, national origin, age, disability, or genetic information.

Contact: No phone calls please. Send resume/CV and a writing sample via email or postal mail to—

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