

## Data Analyst

Insight Policy Research, a dynamic, small research and evaluation organization, seeks applicants for the position of data analyst. We are a well-established firm that has provided nationally recognized research and evaluation services to federal, state, and private sector clients for almost 20 years. We focus on issues affecting at-risk and vulnerable populations.

Headquartered in Arlington, Virginia, we conduct research in the areas of health, food assistance, family support services, education, workforce development, and military and veteran support. Our core services are statistical analysis, data collection, program evaluation, and data and improvement. We offer outstanding potential for growth, competitive salaries, and benefits in a collegial family-friendly environment. For more information on the type of work we conduct and our corporate culture, please visit our website at [www.insightpolicyresearch.com](http://www.insightpolicyresearch.com).

### *Position Summary*

This position includes working with other team members to plan and conduct 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 in SAS. The ideal candidate will have demonstrated skills in one or more statistical programming languages and excellent oral and written communication skills.

### *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
- ▶ Designing analytic approaches to answering research questions using methods such as descriptive statistics, multivariate analysis, text analysis, machine learning, and other approaches
- ▶ Developing computer code for data diagnostics, cleaning, and analysis
- ▶ Producing written documentation for analytic data sets
- ▶ Drafting written analysis and creating graphic 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); or
- ▶ Bachelor's degree plus 3 to 5 years related work experience in research and evaluation services to federal or state agencies

## Qualifications

- ▶ Demonstrated experience in data cleaning, manipulation, and analysis in SAS
- ▶ Demonstrated experience using national datasets, 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
- ▶ Background and strong interest in public policy or safety net research
- ▶ 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
- ▶ Experience with R and Python (in addition to SAS) 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. To be considered for this position, applicants must submit a resume/curriculum vitae, programming sample, and cover letter via email to—

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