



position available

Position	Undergraduate Summer Associate Data, Research and Evaluation
Schedule/Status	Full Time
Duration	Temporary / Non-Exempt [Summer 2019]
Location	Los Angeles
Reports to	Associate Director, Data and Analysis
Our Why	The Broad Center prepares and supports remarkable, dedicated professionals who create conditions to empower good teachers to do great work so all students can learn and thrive.

For 17 years, The Broad Center has been at the center of our nation's efforts to provide every student with a world-class public education. At our core, we believe every public school system should be and can be an engine of excellence and equity. America's students deserve nothing less.

Doing this work requires diverse leadership by team members who share the same belief. This belief is paramount to the team at The Broad Center, and we are inspired to make a difference by creating a growing network of experienced leaders and managers who are rising to this challenge.

Our work will be done when every family in every community can send their child to a great public school that meets that student's every need. Until then, our team and our alumni network won't rest.

For more information, visit our website at www.broadcenter.org.

What We Do	The Broad Center is a nonprofit organization that recruits, trains and supports talented leaders from across America to transform urban public school systems. Our programs—The Broad Academy and The Broad Residency in Urban Education—prepare these professionals to put their skills and know-how to work and make student learning the primary driver of every central office dollar and decision. In public school districts, charter management organizations and state departments of education, more than 800 members of The Broad Center's network are working with educators, parents and community leaders to help schools soar. Regardless of the setting, Broad Center alumni are aligned around a common vision: creating the kinds of environments that enable teachers to do great work and students of all backgrounds to learn and thrive.
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Our Headquarters and Strategic Initiatives (HQ&SI) team focuses on critical functions required to ensure that we build and sustain a high-performing organization with the people, resources and systems required to achieve our important mission. The HQ&SI team leads our work on internal talent, operations, communications and data, research and evaluation.

Our culture and team set us apart; our people are dedicated to driving impact and making a difference every day, and our climate is collaborative and vibrant. Diversity, equity and inclusion are vital to this environment. Our diverse skills, experiences, backgrounds and differing viewpoints lead to stronger ideas and lasting

results, and our commitment to the values of equity and inclusion show up in our programs, our partnerships and for our staff.

What Drives You

This is an ideal opportunity for a developing data analyst in social science, education, business, or a related field who is passionate about equity for all students in public K-12 education. You will actively contribute to a team of evaluation and knowledge management professionals in an analytical capacity; help determine and implement strategic improvements the organization's information system (Salesforce CRM); and develop user-friendly resources to instruct internal end-users on how best to leverage these improvements to optimize their work in education leadership development.

What You'll Own

Specifically, the Summer Associate is responsible for assisting the Data, Research, and Evaluation team in modernizing The Broad Center's Salesforce CRM instance and conducting student data research necessary to advance the organization's vision of transforming American public education into an engine of excellence and equity.

The Summer Associate will own:

Student Data Research

- Exporting tables from national and state public education data portals as well as other relevant data sources;
- Preparing student demographic and outcome data for internal database upload operations;
- Working with the senior director of research and evaluation and associate director of information systems to determine the best object architecture schema for storing student data in Salesforce;
- Performing a Salesforce upload and verifying upload success.

Account Record Layout Modernization

- Assisting the senior director of research and evaluation and the director of organizational impact and strategy in creating a new Salesforce layout displaying student data at the school system level with an optimal design balance of comprehensiveness and ease of use for staff;
- Utilizing TBC's internal Salesforce visualization app builder and development platform (Skuid) to create a dynamic point and click interface;
- Preparing and presenting resources to guide staff on elements of the new object (i.e., what's in it and why), how to successfully access and use the student information in Salesforce, and protocols for maintaining the information moving forward.

Evaluative Data Analysis

The following responsibilities are time permitting:

- Assist the associate director of data and analysis in analyzing The Broad Center's network data for evaluation purposes;
- With guidance, utilize the R statistical computing environment and Microsoft Excel to examine variables correlated to retention in school system jobs;
- Streamline several data reports to allow for speedy creation while ensuring mathematical accuracy;
- Apply strategic thinking and analysis to inform a spectrum of selection and curation decisions, from program recruitment through alumni impact.

The statements in this description represent typical elements, criteria and general work performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the job.

What You'll Need

Interested candidates should demonstrate the following:

- Commitment to diversity, equity and inclusion with an ability to build trust and respect across lines of difference;
- A passion for and demonstrated commitment to K-12 public education;
- Demonstrable experience with data management and manipulation;
- Strong analytical skillset with the ability to convey complicated and/or technical information to non-technical audiences with clarity and actionability;
- Professional interest in learning about Salesforce CRM administration;
- Ability to follow complex instructions, ask appropriate clarifying questions, and execute independent work with fidelity;
- Ability to manage heavy workloads on a time-sensitive basis while still maintaining accuracy and strong attention to detail;
- Knowledge of when to move forward and when to ask for direction;
- Ability to remain positive/optimistic when faced with challenge;
- Stellar verbal and written communication skills;
- A collaborative and generous spirit, ability to tolerate extended conversations about food, and a willingness to try karaoke or provide evidence-based rationale for why you will not;
- Established skill in using Microsoft Excel, PowerPoint, Word and Outlook; and
- Enrollment in an accredited higher education program leading to a bachelor's degree.

The *ideal* candidate will also possess these experiences, skills and characteristics:

- Professional experience with quantitative data analysis and reporting;
- Experience with Salesforce CRM, including custom objects, fields, and layouts;
- Experience with state and federal K-12 student data sources;
- Experience with R statistical programming environment.

Employment is contingent upon a thorough background and reference check. You must be legally entitled to work in the United States.

What We Offer

We are pleased to provide Summer Associates with:

- Competitive hourly rates
- Professional development and learning opportunities
- Free onsite parking or commuter benefits
- Free access to an on-site gym and a steady supply of nutritious snacks in our shared kitchen

An Equal Opportunity Employer

The Broad Center does not discriminate on the basis of race, color, religion, ethnic or national origin (including associational and perception-based discrimination based on national origin), age, disability, gender, sexual orientation or other characteristic covered by law with regard to employment opportunities.

The Broad Center is committed to providing equal access and opportunities to candidates with legally recognizable disabilities. We will make our best effort to provide reasonable accommodations at every stage of the application process. Disclosing a disability or requesting a need for accommodations is a separate and

distinct process from selection and will have no bearing on a candidate's application status. If you need to request an accommodation or have any questions regarding our disability accommodations policy, please send an email to DAO@broadcenter.org.

Date Posted

April 2019

Join Our Team

As a member of The Broad Center team, you'll work alongside sharp, driven colleagues who have a sense of humor matched with generosity of spirit.

To apply, please visit <https://www.broadcenter.org/about/join-our-team/>

We will only contact applicants chosen for further consideration.