**Background**

The Office of Institutional Research, part of the Office of the Provost, supports Harvard’s senior leadership through the collection, analysis, and reporting of data on issues of institutional importance. We are seeking a research analyst to be a key contributor and collaborate with other team members to help realize the Office’s goals of presenting important institutional data to diverse audiences and executing research projects that address strategic questions for the University.

Depending on candidate qualifications and office needs, activities may include:

* Producing descriptive and inferential analyses;
* Automating data and business processes;
* Managing and reporting on data from a wide variety of sources;
* Working with personnel across the University to collect and refine data;
* Presenting to audiences internal and external to the University.

Possible project topics include analyzing survey data, student outcomes, faculty trends, scholarly collaboration, and research funding, among others.

We are looking for a candidate who possesses the following attributes:

* Self-motivated, with high standards for rigorous and detailed work.
* Curious, patient, and with a sense of humor.
* Ability to manage multiple tasks and deadlines.
* Comfortable working independently and within a team.
* Excellent analytical, written, and oral communication skills.
* Ability to work with highly confidential data.

**Basic qualifications**

A college degree is required, along with at least two years quantitative research experience in an academic or business setting.

The ideal candidate will also display strengths in one or more of the following areas:

* Office productivity software: It is expected that successful candidates will have experience with the Microsoft Office suite, particularly Excel and PowerPoint.
* Statistical and empirical analysis: Statistical packages such as Stata, SPSS, or R; policy and program evaluation; survey design.
* Programming and “Big Data”: Experience with scripting languages such as Python or Perl. Interest in large datasets and producing analyses from multiple, unstructured data sources.
* Data management: Data warehousing; process automation; VBA; business intelligence software; SQL and relational database design.
* Data visualization: HTML/CSS; JavaScript-based visualization packages; advanced design of visualizations in statistical software packages such as R.

**Additional qualifications**

Advanced degree, particularly a research-based doctorate, or significant work experience preferred for Senior Analyst role. Those considered for the Senior Analyst role will be comfortable independently scoping, designing, and leading projects and teams.