

**Position Title:** Research Analyst

**Location:**

Tennessee Department of Education  
710 James Robertson Parkway  
Nashville, TN 37243

**General Description:**

The Research Analyst will serve as an internal researcher for the Division of Research and Analysis and a liaison for external research partners. The analyst will ensure that research correctly follows protocols, and is communicated clearly to inform decision-making for the Tennessee Department of Education (TDOE) and relevant stakeholders. The analyst will collaborate with external researchers on data integration, planning, and analysis; communicate findings and recommendations to internal and external stakeholders; support data literacy within the department, and ensure that research directly informs shared goals to drive policy action. It is expected that this work will influence actions at the district, state, and national level.

**Typical Position Responsibilities:**

- Serve as communications hub between TDOE and external researchers
- Monitor TDOE implementation with respect to research priorities
- Conduct analyses of prioritized research questions
- Identify opportunities for more effective data use, best practices, and knowledge sharing
- Maintain a knowledge base of all project data and serve as a resource for internal groups and external researchers
- Document business rules and methodological decisions
- Provide assistance with data requests and technical guidance within the department

**Qualifications:**

- Master's degree or Ph.D., ideally in Policy, Education, Economics, Quantitative Methods, or Measurement and Statistics
- Knowledge of current trends and issues in U.S. education policy
- Strong strategic thinking and creative problem solving skills
- Ability to perform a variety of activities involved in the research, collection, organization, analysis, processing, interpretation and reporting of academic and operational data
- Knowledge of statistical software including STATA and/or R; data collection information systems; conceptual and theoretical knowledge of statistical techniques to infer causality
- Ability to present data clearly and in an accessible manner to variety of audiences
- Articulate, professional demeanor with strong self-confidence and initiative; strong project management skills

Successful candidate will exhibit the following:

- Excellence
- Optimism
- Sound Judgement
- Courage
- Teamwork

**Salary and Benefits:**

Salary is competitive and commensurate with qualifications. In addition, a comprehensive benefits package is included.

**To Apply:**

Email [kevin.schaaf@tn.gov](mailto:kevin.schaaf@tn.gov) if interested. Please include your resume/CV.

Also, look for official job postings to come at the links below.

DOHR's Employment Opportunities (Current Openings):

<https://agency.governmentjobs.com/tennessee/default.cfm?&promotionaljobs=0&transfer=0>

TDOE Career Opportunities:

<https://www.tn.gov/education/about-tdoe/career-opportunities.html>