

July 2018

**Research Associate Position Description**  
**Full-time**

Founded in 1973, Education Law Center (ELC) is among the most effective advocates for equal educational opportunity and education justice in the United States. Widely recognized for groundbreaking litigation, ELC also promotes educational equity through coalition building, legal support services, policy development, communications, and action-focused research.

ELC's advocacy in New Jersey, which includes such landmark rulings as *Abbott v. Burke*, has significantly advanced the provision of fair school funding, high quality early education and safe and adequate school facilities, for students in high poverty schools. ELC is also a nationally recognized resource for information on school finance with the annual publication of the award-winning report, "Is School Funding Fair? A National Report Card," co-authored with Dr. Bruce Baker of Rutgers University Graduate School of Education.

ELC seeks to elevate the urgent need for school funding fairness as a state and national imperative for improving student outcomes and school performance. Crucial to achieving that goal is reframing the school funding debate from a focus on dollars to essential education resources and improved outcomes, while illuminating the capacity and need for states to increase investment in public schools. To that end, ELC is seeking to develop more in-depth, state specific data and analyses often missing in debates over education finance and school funding reform and to make a broader range of state finance data more available, accessible and useful to advocates, educators and policymakers.

For more information about ELC's work, please visit [www.edlawcenter.org](http://www.edlawcenter.org).

The research associate will work under the supervision of the Research Director to:

- Collect, manage, and analyze data from state and local education agencies, and other secondary data sources (e.g., Census);
- Summarize analyses in narrative, tables, and graphic form for inclusion in reports, presentations, and the ELC website;
- Draft policy briefs and news stories;
- Schedule, prepare for, and assist in the facilitation of stakeholder meetings;
- Conduct literature searches and reviews;
- Analyze state education regulations for impact on particular groups of students;
- Participate in the presentation of data to state and local stakeholders and at relevant conferences.

**Qualifications**

- Master's degree in public policy, educational psychology, sociology, or related social science field. Experience and course work may be substituted for degree;
- 3-5 years of work experience collecting, managing, and analyzing data;
- Proficiency with relational database applications such as SQL Server and MS Access;

- Strong organizational skills; ability to work independently and as a team member;
- Interest in social policy research and advocacy;
- Background in education policy and/or school finance preferred.

#### Salary and Benefits

- Salary will be commensurate with experience.
- ELC's benefit package includes medical, life, disability and dental insurance, paid vacation and sick time, as well as a retirement savings program.

This staff position is dependent on grant funding.

To apply, send a resume, cover letter, two writing samples and most recent transcript (unofficial is fine) by email to: Theresa Luhm at [tluhm@edlawcenter.org](mailto:tluhm@edlawcenter.org). No phone calls please.

Deadline: Open until filled.

**ELC is an equal opportunity employer and strongly encourages persons with disabilities, persons of color, women, and LGBTI persons to apply.**