

August 28, 2023

RealTime Talent (RTT) – Research Analyst

Objectives and Background:

The primary objective for this full-time opportunity is to provide research, analysis, and other project support for the RealTime Talent (RTT) research team. A secondary goal for this role is to offer improved flexibility that will be needed by RTT research team as we move into 2024 and beyond. We are able to consider candidates who are interested in a contractor role or those seeking full-time employment. The RTT research team has one full-time Senior Director of Strategic Research and one full-time Research Analyst delivering labor market data analysis and facilitated labor market alignment solutions for Minnesota education, workforce, nonprofit, and industry leaders. There is also a part-time contractor aligned with the research team, working directly with the Senior Director of Strategic Research, primarily focused on projects commissioned by our education partners.

Research Analyst Responsibilities:

- Provide project support to a variety of projects, primarily aligned with Career and Technical Education (CTE) project deliverables related to (but not limited to):
 - Evaluation of student performance indicators
 - Evaluation of program size, scope, and quality
 - Evaluation of equity of access to programming
 - Evaluation of program alignment to local labor market needs
 - Stakeholder engagement surveys, focus group facilitation, workshops, or event program design, facilitation, and/or delivery
- Schedule meetings, publish agendas, take notes and publish meeting minutes/action items
- Conduct labor market analysis and preliminary data collection, to inform project deliverables
- Manage the student performance indicator data collection process from secondary and postsecondary partners, as project(s) require
- Support established filing and record keeping system for templates, data collection, and project planning
- Utilize virtual technology as needed to support meeting facilitation, Human Centered Design principals used in meeting activities, and other meeting preparation or follow-up tasks
- Track and ensure action items, milestones, and deliverables are on time or delivered early
- Use variety of software tools to improve efficiency and effectiveness of meetings and/or events



Skills and Knowledge:

- Demonstrated ability to learn quickly
- Ability to manage a variety of projects in various industries or disciplines, with experience meeting or exceeding competing project milestones
- Knowledge of either or both:
 - Career and Technical Education, secondary education, and/or postsecondary education student data, including key definitions and metrics (i.e. 4-year graduation rates, enrollment/participation/concentration, programs of study, nontraditional CTE students, student special populations, etc.)
 - Workforce and/or labor market data such as DEED's suite of LMI, WorkforceOne, or training program participant data systems
- Statistical and mathematical literacy (i.e. ability to manipulate and understand education and labor market data such as unemployment rates, location quotient, demand ratios, graduation rates, and do gap analysis)
- Demonstrated ability to design and deliver written reports to the specifications of a project scope, modifying in response to client needs
- Demonstrated ability to facilitate the engagement of a group of individuals (students, teachers, faculty, community partners, industry leaders)
- Ability to use Microsoft products at an intermediate to advanced level including PowerPoint, Word, and Excel (functions, filters, formulas)
- Ability to use virtual meeting platforms such as Zoom, Teams, or others
- Excellent public presentation skills
- Ability to build and manage trusting client relationships
- Ability to manage competing priorities
- Self-directed and able to anticipate barriers to completing project deliverables
- Ability to renegotiate timelines and proactively identify barriers to success
- Strong communication skills – both verbal and written, with experience writing data-heavy reports with accuracy, readability, and usability in mind

Time Commitment and Other Considerations

- Ability to work full-time, as agreed upon with RTT Senior Director of Strategic Research
- Contractor candidates should expect a Contract duration of 6 months from date of initial engagement, subject to extension if agreed upon by both parties (contractor and RTT). Hourly contractor rate to be determined based upon diversity and depth of experience
- Candidates interested in a full-time position on the RTT team can expect salary commensurate with experience and full-time benefits, as provided to all RTT employees