



**Employer Name:** Advisory Board  
**Position Title:** EAB Research Associate  
**Location - City, State:** Washington, D.C.  
**Industry:** Scientific and Technical Consulting

**Job Description:** The Education Advisory Board is the firm's higher education practice, with membership programs serving Chief Academic Officers, Chief Business Officers, Student Affairs Executives and Community College Presidents at institutions in the United States, Canada and the U.K. Our research focuses on the university's most pressing quality and productivity issues, performing rigorous root cause analysis and conducting hundreds of interviews with thought leaders to identify effective best practices that are shared with the membership through a series of national roundtable meetings, on-site workshops, webinars and publications.

*This opportunity is based in Washington, D.C. We are looking for graduates who are available to start in Summer 2018.*

**Specific Responsibilities:**

Research Associates conduct primary and secondary research to compose analytical and strategic briefs for executives in higher education. Research projects are commissioned by individual Advisory Board members in search of best practices across a number of terrains within the higher education space. Research Associates craft customized, timely reports informed by extensive literature searches and in-depth interviews with industry experts and leading executives. Current projects include topics such as Elevating Student Engagement within Residence Life; Best Practices in Multicultural Affairs Services and Programming; Indicators for Defining University Impact on State Economic Development; and Making the Global Local: Strategies for Internationalizing a Domestic Campus.

**Basic Qualifications:**

- Bachelor's Degree
- Excellent academic record
- Minimum of 3 months of work or internship experience
- Experience with at least two of the following:
  - Conducting primary and secondary research
  - Writing in depth reports in a professional setting
  - Managing multiple projects with competing deadlines
  - Analyzing business issues

**Ideal Qualifications:**

- Demonstrated interest in higher education, as shown through coursework or professional experience
- Proven ability to communicate effectively with senior executives, in both oral and written formats
- Experience with solution-focused problem solving
- Experience meeting deadlines



- Demonstrated ability to work independently and autonomously
- Proven ability to take initiative on projects

### **About Education Advisory Board:**

EAB is a best practices firm that uses a combination of research, technology, and services to improve the performance of 1,100+ educational institutions. Headquartered in Washington, D.C., EAB forges and finds the best new ideas and proven practices from its network of thousands of leaders, then customizes and hardwires them into every level of member organizations, creating enduring value. For more information, visit [www.eab.com](http://www.eab.com).

We are a workplace that...

*Values and celebrates diversity of experience, culture, and opinion*

*Is committed to creating an inclusive environment to enhance our collective experience*

*Promotes a supportive community through staff-led affinity groups, events, and education*

### **Our Culture & Values:**

We think Forbes said it best: “Making the world a better place is what The Advisory Board Company is all about.” We have a unique culture where employees are told to avoid after work emails, encouraged to take 10 hours per month of paid leave for community service, and are expected to add surplus value in every interaction with a member or colleague.

Over the past thirty years, we have developed a distinctive corporate culture based on our values and principles. We award, promote, and praise based on individual performance, capabilities, and ambition. We provide ways for staff to share their time, talent, and passions in the community. We reward innovation and foster a collaborative environment. We have a performance-driven staff and peers that challenge one another in the workplace. And we want free-thinkers, agile speakers, witty writers, and team players to join the firm – at Advisory Board, your ideas are heard and your contributions matter.

### **Benefits:**

Consistent with our belief that our employees are our most valuable resource, The Advisory Board Company offers a competitive benefits package.

- Medical, dental, and vision insurance, dependents eligible
- 401(k) retirement plan with company match
- 20+ days paid time off and 10+ paid company holidays
- Daytime leave policy for community service or fitness activities (up to 10 hours a month each)
- Wellness programs including gym discounts and incentives to promote healthy living
- Dynamic growth opportunities with merit-based promotion philosophy
- Benefits kick in day one.

**Duration:** Permanent

**Job Functions:** Data & Analytics, Research

**Employer Description:** Advisory Board is a best practices firm that uses a combination of research, technology, and consulting to improve the performance of 4,400+ health care organizations. Headquartered in Washington, D.C., with offices worldwide, Advisory Board



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**Employer Locations:** Washington, D.C.

**Allowed School Years:** Senior

**Allowed Majors:** All majors allowed

**Work Authorization Requirements:** US work authorization is required