



Sample Job Posting 2

The Advisory Board Company Analyst, Higher Education Research

Forbes: Ranked one of the 200 Best Small Companies

Vault.com: Listed among Top 50 Consulting Firms

Modern Healthcare: “Best Places to Work”

Finalist, Washington Business Journal's Business Philanthropy Awards

Modern Healthcare: Listed among the Largest Healthcare Management Consultants

The Advisory Board Company

The Advisory Board Company (NASDAQ: ABCO) is a global research, consulting, and technology firm helping hospital and university executives to better serve patients and students. We provide strategic guidance, actionable insights, web-based software solutions, and comprehensive implementation and management services. We combine the analytical, managerial, and technological expertise of our 1,600+ employees around the world with insights from the on-the-ground experience of our network of 125,000 leaders at 3,200 health care and higher education member organizations to find solutions to our partners’ most pressing challenges. We deeply appreciate the trust that our members place in us, and we seek to serve them with generosity—and beyond expectation—in all that we do.

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.

Our current opportunity is based in Washington D.C.

Analyst, Higher Education Research

Study cycles, from conception to completion, range from four to six months for smaller studies to approximately nine months for the largest, most complex studies. Analysts' job responsibilities vary according to the stage in the study cycle. However, throughout the research process, analysts meet regularly with their research teams to accomplish the objectives presented below.

- Discuss study topic and subsidiary issues with team
- Map the research process and delegate responsibilities
- Conduct in-depth interviews with university “thought leaders”
- Perform root-cause analysis
- Identify and critique best demonstrated practices



Career Services Office

- Brief team regarding research progress and new research developments
- Revisit hypotheses as necessary
- Analyze and synthesize research findings
- Share knowledge, ideas and insight
- Develop innovative constructs for presentation of findings

Benefits: Consistent with our belief that our employees are our most valuable resource, The Advisory Board Company offers a competitive benefits package, including a comprehensive health plan, a 401(k) plan, an Employee Stock Purchase Plan, a daytime leave policy for community service, a medical flexible spending account, and additional attractive benefits. An Affirmative Action and Equal Opportunity Employer

Location: Washington, District of Columbia

Salary Level: Competitive Salary and Benefits Package.

Basic Qualifications:

- Bachelor's Degree
- Excellent academic record
- Minimum of one year of work or internship experience
- Experience with at least two of the following:
 - Conducting long-term research (at least 3 months in duration)
 - Conducting primary and secondary research
 - Demonstrated interest in higher education
 - Writing in-depth reports in a professional setting
 - Analyzing business issues

Ideal Qualifications:

- Experience working in a team environment, as well as independently and autonomously
- Proven ability to communicate effectively with senior executives, in both oral and written formats
- Experience conducting root-cause analysis
- Experience with solution focused problem solving and thinking through problems creatively