

22-08—Education Analyst

BUDGET ANALYSIS DIVISION

The Congressional Budget Office is a small nonpartisan agency that provides economic and budgetary analysis to the Congress. CBO's [Budget Analysis Division](#) seeks an analyst to work in its Finance, Housing, and Education Cost Estimates Unit, which prepares multiyear budget projections and cost estimates for legislative proposals related to education, housing, commerce and banking, community and regional development, and administration of justice programs. The analyst's portfolio will include elementary, secondary, and certain postsecondary education programs administered by the Department of Education, including the Federal Pell Grant Program, and will involve close work with the analyst responsible for the federal student loan program and other postsecondary education programs.

The Congress relies on CBO's work to prepare its annual budget plans, review the President's budgetary proposals, and evaluate the budgetary effects of legislation. CBO's analysts work closely with Congressional staff and agency officials; they have wide-ranging responsibilities and often contribute significantly to the legislative and budget process.

Qualifications

Applicants must have a graduate degree in public policy, public administration, economics, or a closely related field with at least 2 years' experience or a bachelor's degree and at least 4 years' experience. Experience analyzing education programs or developing budget estimates is strongly preferred.

The position requires the following:

- The ability to accurately interpret and analyze legislative proposals;
- A strong quantitative orientation, including proficiency with Excel and experience with statistical software—preferably SAS—or a programming language;
- Strong oral and written communication skills, especially the ability to explain complex material clearly and concisely to colleagues, Congressional staff, Members of Congress, and the public;
- The ability to work on several analytical problems simultaneously and to independently complete projects under tight deadlines; and
- Candidates must be able to obtain and maintain a Tier 2 (Public Trust) investigation.

Salary and Benefits

Salaries at CBO are competitive and commensurate with experience, education, and other qualifications. CBO offers [excellent benefits](#) and a collegial, respectful work environment.

How to Apply

Submit a cover letter, a one- to two-page résumé, a brief writing sample, and contact information for three references at www.cbo.gov/careers. Recent graduates must submit unofficial copies of academic transcripts. To ensure consideration, apply by October 24, 2021; incomplete applications will not be considered. This position is governed by the Veterans Employment Opportunities Act of 1998, as made applicable to CBO by the Congressional Accountability Act, as amended.

Contact

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