



Neuromatch, Inc.  
9450 SW Gemini Dr,  
PMB 70309  
Beaverton, Oregon 97008  
United States

## Academy Program Analyst

### Key Responsibilities

#### Data Analysis

- Serve as the primary person managing all data analysis for the organization, including for our Academy, annual Impact Reporting, and other programs as needed
- Perform data analysis across all Neuromatch courses to assess program impact, and other Neuromatch programming where required
- Clean, merge, and interpret large, multi-year datasets from applications, daily surveys, and end-of-course evaluations
- Create dynamic and interactive visualizations and reports for leadership, partners, and the community
- Develop standard definitions, metrics, and methods to ensure consistency across years and programs
- Support Program Director and Course Directors in using data to guide decision-making

#### Academy Support

- Work with Program Director and Course Directors of the Academies to provide administrative and evaluation support for all courses
- Respond to support requests through our support email inbox and Discord
- Assist with student and TA selection processes
- Ensure student and TA surveys are up to date, clearly worded, and properly distributed
- Support data collection and reporting to evaluate Academy programs
- During the course, organize the pod check-in process
- Additional Academy administrative tasks as needed
- Organize documentation within our server and wiki

Beyond the value of helping to make accessible science possible, working with Neuromatch offers opportunities for professional development, networking, and public recognition. We love helping our team develop and enabling them to work on skills that they want to grow into. You will work with your manager on a professional development plan to get you where you want to be career-wise and skill-wise.

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## You Will Need

- Intermediate experience in data analysis
- Experience with Python, Google Colab, GitHub, JupyterBooks
- Familiarity with process documentation and terminology
- Strong communication, writing, and presentation skills (though Neuromatch is an English speaking organization, this doesn't have to be strong English skills, just an ability to communicate ideas clearly in English)
- An ability and desire to understand and accommodate cultural and personal differences
- An ability to learn new systems quickly
- A stable internet connection capable of supporting video conferencing and streaming
- Must be available to work full time during the Neuromatch Academy, 22 June - 24 July

It is a bonus if you are:

- Interested in or have a background in science, research, or education
- Have previous experience in impact reporting for nonprofit organizations
- Familiar with Neuromatch (from being a volunteer, student, or similar)

## Benefits

- This is a contract role
- Fully remote - work anywhere in the world
- Fully flexible - work on your own schedule (Monday - Friday)
  - Need to coordinate 2-3 meetings per week with US continental business hours
  - You will be working with people around the world, so schedule flexibility is required
- Reimbursement for career development opportunities
- Competitive and Transparent Pay (See our policy [here](#))
- Paid local holidays and week long post-Academy break

## Time zones and location

This position is fully remote. You can work from a location outside the US, and global applications are highly encouraged. We expect team members to be available to attend regular weekly meetings virtually within US and European business hours. *You must have work authorization in the country you want to work in.*

## Pay

\$35-\$40 USD per hour for US-based candidates, based on skills and experience. We use a geography-based compensation strategy, which adjusts salaries based on the cost of living and market rates in a specific country. You can see our full pay policy [here](#).

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## Terms

6-month contract, 1 May 2026 - 31 October 2026.

Part-time, 20 hours-per-week contractor position

Full-time, 40 hours-per-week, during Neuromatch Academy, 22 June - 24 July.

As this is a contractor engagement, compensation is provided on an hourly basis and does not include employee benefits such as health insurance, pension contributions, paid leave, or other employment benefits. Contractors are responsible for their own taxes, insurance, and statutory obligations in their country of residence.

*There is potential for renewal for a permanent, full-time role pending funding.*

## About us

Neuromatch is a nonprofit organization committed to building a global and inclusive platform for research and education in the computational sciences. Our mission is to enable inclusive, collaborative, and global participation in the computational sciences. We believe that fostering a diverse and globally connected computational science research ecosystem is key to driving scientific innovation forward.

We are best known for our flagship program, Neuromatch Academy, which offers online courses in computational neuroscience. Over the past six years, these programs have empowered more than 13,000 students from over 135 countries.

In addition to our educational initiatives, Neuromatch actively supports the career development and mentorship of early-career researchers through our Impact Scholars Program. We are also pioneering efforts to advance interdisciplinary research in computational sciences. For instance, we recently launched MEXA in partnership with Wellcome, a global research platform designed to drive innovation in mental health research by leveraging artificial intelligence and computational sciences.

## How to Apply

Please apply through here: <https://airtable.com/appBGDTJHklqgEahl/shrIFDsVRixlFrL9r>

**Applications Close:** 8 April 2026

We are very excited to build the future of computational scientific research with you.

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