EdPolicyWorks Project Associate

EdPolicyWorks at the University of Virginia is seeking a Project Associate to serve as the organizational point person for multiple large-scale research projects related to early childhood education policy and initiatives aimed at improving access to high-quality early childhood opportunities for children ages 0-5.

EdPolicyWorks is a joint collaboration between the Curry School of Education and Human Development and the Frank Batten School of Leadership and Public Policy which seeks to bring together researchers from across the University of Virginia and the State to focus on important questions of educational policy.

The Project Associate will report to one or more faculty members or senior research personnel, and operate with a degree of independence. The Project Associate may have the opportunity to:

- Support a variety of grant-funded projects related to early childhood education policy.
- Oversee project deadlines, and make recommendations to project leadership.
- Coordinate work with the Research Team and external partners to track progress toward achieving deadlines and goals.
- Manage staff and partnership relationships across multiple sites.
- Support faculty in completing required reports to funders as well as new grant proposals as needed.
- Assist in the drafting of project documents, and ensure they remain up to date for the duration of projects. (Institutional Review Board documents, etc)
- Manage and/or assist with the successful completion of varied project related tasks, such as communications with study participants, printing and shipping of project materials, purchasing materials, etc.
- Monitor project budgets
- Manage access to restricted data rooms.
- In addition to the above job responsibilities, other duties may be assigned.

The ideal candidate will have:

- Ability to work efficiently both independently and as part of a team.
- Ability to take initiative, work independently, problem-solve, and effectively manage one’s own time.
- Organizational skills and ability to work across multiple projects at the same time.
- Established written, verbal, and interpersonal communication skills.
- Proficiency in computer applications, and ability to learn new applications quickly.
- Interest in early childhood, education, or social science research.

MINIMUM REQUIREMENTS

Education: Bachelor’s degree
Experience: 2+ years of experience in project management. Relevant experience may be considered in lieu of a degree.
Licensure: In lieu of experience, working towards Project Management Professional (PMP) certification
PREFERRED REQUIREMENTS

Education: A Master’s degree, or Project Management Professional (PMP) certification
Experience: 2+ years in a position supporting large-scale research projects

PHYSICAL DEMANDS
This is primarily a sedentary job involving extensive use of desktop computers. The job does occasionally require walking to attend meetings, and programs.

Position Compensation Range: $45,000 - $60,000 Annually

"Please note that this is a restricted position and continuation beyond a year is dependent upon the availability of funding and satisfactory performance."

TO APPLY

PROCESS FOR INTERNAL UVA APPLICANTS: Please apply through your Workday Home page, search “Find Jobs”, and search for EdPolicyWorks Project Associate. Complete an application online and attach a cover letter, CV/resume, and contact information for three references (name, email address, telephone number, and address).

PROCESS FOR EXTERNAL UVA APPLICANTS: Please visit UVA job board Workday, complete the application and attach a cover letter, resume/CV, writing sample, and three references (name, email address, telephone number, and address). This position is open until filled.

For questions about this position or the application process, or for nominations and/or recommendations, please contact Bethany Case, Academic Recruiter, at bcase@virginia.edu.

In addition to this posting, our department has four other related openings available for your application. Should your qualifications align and the description piques your interest, we encourage you to apply to be considered in each pool. To preview and apply to these additional postings, visit the links below. If you are an internal UVA applicant please apply through your Workday Home page:

EdPolicyWorks Research Specialist
EdPolicyWorks Research Specialist Intermediate
EdPolicyWorks Post-Doctoral Associate
EdPolicyWorks Research Specialist Senior

If you are an internal UVA applicant, please apply through your Workday Home page, search “Find Jobs”, and search for the above job titles. Complete an application online and attach a cover letter, CV/resume, and contact information for three references (name, email address, telephone number, and address).

The University of Virginia, including the UVA Health System and the University Physician’s Group are fundamentally committed to the diversity of our faculty and staff. We believe diversity is excellence expressing itself through every person’s perspectives and lived experiences. We are equal opportunity and affirmative action employers. All qualified applicants will receive consideration for employment without regard to age, color, disability, gender identity, marital status, national or ethnic origin, political affiliation, race, religion, sex (including pregnancy), sexual orientation, veteran status, and family medical or genetic information.