EdPolicyWorks Research Specialist

EdPolicyWorks at the University of Virginia is seeking a Research Specialist to work with education policy faculty on large-scale studies that aim to advance educational and economic opportunity for socioeconomically-disadvantaged individuals, from birth through the workforce.

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. This position is ideal for recent graduates who want to gain hands-on experience conducting applied, quantitative, education research. Applicants who may ultimately pursue graduate studies in education, public policy, etc. are encouraged to apply.

The Research Specialist will report to one or more faculty members or senior research personnel, and operate with a degree of independence. Our projects use multi-disciplinary teams, where all team members play an active role and often wear multiple hats. The Research Specialist may have the opportunity to:

1. Work on a variety of projects that involve agencies like the Virginia Department of Education, the Virginia Community College Systems, the Louisiana Department of Education and more.
2. Work with leaders in the fields of education policy to conduct rigorous, quantitative research that will directly inform pressing policy issues ranging from early childhood education, K-12 education reforms, college access, and workforce supports.
3. Be involved in every stage of a research project by:
   - Reviewing and synthesizing research literature
   - Collecting, cleaning, and managing data from multiple sources
   - Performing initial data analyses
   - Assisting in conducting rigorous impact analysis to evaluate the effectiveness of interventions
   - Assisting in drafting academic papers and policy memos detailing the results of the project
   - Coordinating work with the Research Team and external partners to track progress toward achieving deadlines and goals
   - Potentially earning co-authorship status for academic publications on one or more project
4. Gain valuable insights into the processes required for securing research funding, building and maintaining partner relationships, and communicating results to a variety of technical and non-technical audiences.
5. In addition to the above job responsibilities, other duties may be assigned.

The ideal candidate will have:

- Interest in early childhood, k-12, higher education, or workforce policy issues.
- The ability to take initiative, work independently, 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.
- Strong performance in quantitative coursework (e.g. statistics, econometrics).
- Coding skills in Stata or a related program.
MINIMUM REQUIREMENTS
Education: Bachelor's degree in economics, public policy, statistics, psychology, computer science, or related field
Experience: Experience conducting rigorous quantitative research, either through coursework, thesis writing, or working as an undergraduate/professional research assistant
Licensure: None.

PREFERRED REQUIREMENTS
Experience: 2+ years experience as a Research Assistant conducting research, either in an academic or professional setting.
Experience: Experience in project coordination or partnership management. Ability to interact collaboratively with a diverse group of stakeholders

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: $40,000 - $50,000 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 Research Specialist. Complete an application online and attach a cover letter, CV/resume, and contact information for three references (name, email address, telephone number, 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, 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 Intermediate
EdPolicyWorks Research Specialist Senior
EdPolicyWorks Post-Doctoral Associate
EdPolicyWorks Project Associate

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, 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.