EdPolicyWorks Research Specialist

Rapides Parish, Louisiana

EdPolicyWorks at the University of Virginia's Curry School of Education and Human Development is seeking applicants for multiple Research Specialist (wage) positions to collect data in preschool classrooms in Rapides Parish in Louisiana to support the Study of Early Education – Louisiana (SEE-LA) research project. SEE-LA's purpose is to better understand how to foster sustainable quality improvement across diverse early childhood settings, including pre-kindergarten programs, Head Start, and child care.

RESPONSIBILITIES
The SEE-LA Research Specialist (wage) will administer direct assessments of children’s math, literacy, language, and executive function skills. Responsibilities include mastering a set of child assessments, and then scheduling, administering, scoring, and coding these assessments within the project timeline. Responsibilities will include data entry, data uploading, and ensuring data integrity. Assessment work will require approximately four hours of in-classroom time daily (often during the morning) to conduct these assessments from March through May. The Research Specialist will also be responsible for visiting sites to distribute and collect parent, teacher, or site leader surveys, consent forms, and other study materials.

We are looking for motivated, self-starting individuals able to work towards a long-term goal independently, and especially for candidates who are interested in early childhood education and eager to gain experience conducting educational research.

QUALIFICATIONS
A bachelor's degree or current enrollment in a bachelor's degree program is required, as is one year of experience performing direct work with children in an educational setting or an out-of-school setting (such as a summer camp or an after-school program). Excellent written, verbal, and interpersonal communication skills; strong organization skills and attention to detail; and the ability to work effectively with a diverse population are essential. Ability to use and troubleshoot technology is required. In addition, knowledge of Microsoft Office (Excel, Outlook, and Word), use of the internet, proficiency with laptops, tablets and/or PCs, and experience uploading/downloading information using cloud storage platforms is required.

Reliable transportation for traveling between schools, Head Starts, and child care centers is required.

The University will perform background checks on all new hires prior to employment. This background check will also include an education verification and a fingerprint/background check (FSAKA & fingerprinting).

Before beginning work, hired individuals must complete the Collaborative Institutional Training Integrative Human Subjects Research Training Module. Assessors will be paid for completing this task. Assessors may need to go through additional fingerprinting or background checks based on parish requirements. These certifications can happen after hiring but must be completed before work begins. Fingerprinting fees will be reimbursed.

COMPENSATION
The hourly rate is $20-$25/hour, commensurate with experience. This is a wage position which is not eligible for leave or other benefits and is limited to 1500 hours of work in a year. For more information, refer to the Wage Employment link: http://uvapolicy.virginia.edu/policy/HRM-029
APPLICATION PROCESS
To apply, please submit an application online through Workday at https://uva.wd1.myworkdayjobs.com/UVAJobs and search for Requisition: R0011958. You will be asked to attach a CV/resume, cover letter, and contact information for 3 professional references.

For questions about these positions, please contact Anna Markowitz at am2qj@virginia.edu.

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 or expression, marital status, national or ethnic origin, political affiliation, race, religion, sex (including pregnancy), sexual orientation, veteran status, and family medical or genetic information.