



Research Manager I

Auto req ID 41732BR

Duties & Responsibilities

CEPR Research Manager will be part of a growing team at the Center for Education Policy Research (CEPR) at Harvard University. CEPR is a unique partnership among districts, states, foundations, and university-based researchers designed to leverage the overwhelming amount of school-, teacher-, and student-level data to address previously intractable policy questions in education and improve educational outcomes for all students. The Research Manager I will be a key member of the CEPR team, helping education leaders around the country to learn what's working and what's not in education.

The Research Manager's primary responsibility is to work, as part of a team, to conduct analyses that support the work of Center, including assessing the effectiveness of school level interventions (e.g., education software, afterschool programs) and strategies. Amongst other work, the Research Manager I will be deeply engaged in CEPR's Proving Ground project. Proving Ground produces local evidence faster and cheaper to make piloting and testing education interventions a natural part of the way school agencies make decision.

Core responsibilities include managing data, designing and conducting analyses, and collaborating with staff across CEPR to meet key project deadlines. Other duties include the following.

Data Analysis:

- Assemble, clean, manage, and analyze large longitudinal data sets derived from multiple sources.
- Evaluate data quality. Identify data outliers and anomalies that require resolution prior to analysis.
- Identify coding challenges and resolve or elevate them within the research team
- Execute standard analyses and help develop customized analyses that address questions of core interest to partner agencies
- Perform complex programming/analytic tasks with supervision

Partner Relations & Communications:

- Participate in presenting key research findings to internal and external audiences.
- Contribute to drafting reports and presentations for partner leadership, including school boards, superintendents, and principals

Other Responsibilities:

- Perform literature and web searches, summaries, and reviews in support of CEPR projects.
- Collaborate with CEPR leadership, Harvard faculty, and partner agency staff to continually refine analytic work products.



- Contribute to the development of new projects and proposals.

Programming:

- Perform complex programming tasks
- Teach others in formal and informal settings
- Apportion programming tasks to improve efficiency of the team
- Ensure code is appropriately quality controlled
- Oversee documentation of code

Partner Relations and Communications:

- Participate in presenting key research findings to internal and external academic and non-academic audiences
- Contribute to drafting reports and presentations for partner leadership, including school boards, superintendents, and principals

Teamwork and Management:

- Manage successful completion of significant portions of larger projects including:
 - Developing work plans,
 - Meeting deadlines,
 - Ensuring work meets highest quality standards,
 - Producing presentations and reports,
 - Coordinating PIs and/or project directors, and
 - Working with external partners (districts, organizations, etc.)
- Manage timeline, identifies issues and exceptions early, develops plans to mitigate (with PI/project director)
- Serve as project hub for research projects – keep communication flowing between PI/director, analysts, external partners, and CEPR administration; ensure sufficient time created with team for problem solving and analytical discussion
- Serve as project director for long-term engagements with school districts, state agencies, and other education organizations
- Work with Center leadership to assemble project teams, ensuring highest and best use of individual skills and talents
- Create project timelines and time-to-completion well
- Train, develop and supervise junior staff
- Maintain open and clear communication with PI / project director
- Collaborate with CEPR leadership, Harvard faculty, and partner agency staff to continually refine analytic work products
- Contribute to the development of new projects and proposals.

This position is a term appointment for one year from the date of hire, with a strong possibility of continuation.



Center for Education Policy Research

HARVARD UNIVERSITY

Basic Qualifications

- Bachelor's degree in political science, public policy, economics, statistics, computer science or a related field, prior to starting in the position
- At least 5 plus years of professional work experience; relevant coursework may count towards this experience

Additional Qualifications

- Experience working with data of varying quality and from varied source systems;
- Knowledgeable of statistical methods and their appropriate uses
- Able to identify methodological challenges, and have the capacity to resolve them or raise the issues to the appropriate level
- Able to synthesize and present findings to both technical and non-technical audiences;
- Able to describe methods to both technical and non-technical audiences, including trade-offs between methods
- Proven ability to work under pressure, accurately assess problems, and develop solutions
- Experience working with (or in) education or the public sector preferred
- Demonstrated success managing completion of full research projects a plus
- Knowledge of enterprise data management systems /tools a plus
- Familiarity with STATA, SAS or R. Tableau, or Python a plus
- Masters or doctorate degree preferred

How to Apply

All candidates must apply through [ASPIRE](#), Harvard's Recruitment Management System. Click on the "Search Openings" link and find CEPR job opportunities by searching with the keyword "CEPR" or with the Auto Req ID (41732BR).