



Administrative Assistant

Harvard Graduate School of Education

Auto req ID: 48271BR

Duties & Responsibilities

Overview:

At the Center for Education Policy Research at Harvard University (CEPR) our mission is to transform education through the power of quality and evidence. We believe that if we want to dramatically improve educational outcomes for all children, evidence must play a critical role. To support education leaders, we generate relevant and accessible research; develop technical and organizational capacity within education agencies to uncover and use evidence; and create a community of schools and systems dedicated to using evidence.

The administrative assistant will be a core member of the Proving Ground's growing team and will be supporting the Proving Ground's Director. Proving Ground, an initiative of the Center for Education Policy Research, works with school districts to help them identify and test solutions to challenges that are obstacles to student achievement.

Duties & Responsibilities

- Supports the Director of Proving Ground in all administrative functions, including: scheduling travel, arranging and coordinating both internal and external meetings, processing reimbursements, etc.
- Provides backup support on scheduling and travel for the CEPR Faculty Director and Executive Director.
- Supports other members of CEPR and Proving Ground leadership team, i.e., Assistant Director(s), as needed.
- Supports the team in planning and executing meetings and conferences hosted by Proving Ground, including supporting with conference logistics and preparing relevant meeting materials.
- Coordinates the scheduling of staff hiring processes.
- Maintains spreadsheets of relevant conferences and submission deadlines.
- Supports in the maintenance of Proving Ground's website and Canvas site.
- Answers phones, takes messages and routes calls and respond to relevant e-mail inquiries regarding Proving Ground and CEPR.
- Maintains the outreach / contact database for Proving Ground specifically and CEPR generally.
- Supports the on-boarding process for Proving Ground team, especially new team members, ensuring that the team have appropriate resources to work effectively.
- Performs basic office functions such purchasing and maintaining an inventory of supplies and submitting maintenance requests.
- Take and share notes from relevant meetings.



Center for Education Policy Research

HARVARD UNIVERSITY

This is a one-year grant funded position with a strong possibility of continuation.

Basic Qualifications

- High school graduate or equivalent and three or more years of related experience; education can be counted towards experience.
- Anyone wishing to be considered *must* supply a cover letter with your resume.

Additional Qualifications

- Demonstrated ability to use computer applications, especially MS Outlook, MS Word, MS PowerPoint, and MS Excel.
- Demonstrated ability to draft clear, professional correspondence and summarize meeting notes.
- Ability to work both independently and with a team.
- Ability to conduct on-line research.

Additional Information

Please attach cover letter and resume as one document.

We regret that the Harvard Graduate School of Education does not provide Visa sponsorship.

All candidates must apply through ASPIRE, Harvard's Recruitment Management System. Click on the "Search Openings" link and find CEPR job opportunities with the keyword "CEPR" or with the Auto Req ID 48271BR.