



Center for Education Policy Research

HARVARD UNIVERSITY

Project Assistant

Harvard Graduate School of Education
47041BR

Duties & Responsibilities

The Center for Education Policy Research (CEPR) at Harvard University Graduate School of Education (HGSE) brings University-based researchers and policymakers together to bring new data to bear in evaluating education policies and drawing implications for education reform. The Center for Education Policy Research Project Assistant will be part of a growing research center at Harvard partnering with some of the nation's largest urban school districts in several exciting research projects.

The Project Assistant provides administrative support to the Strategic Data Project Education and Outreach team, PIER Fellowship program manager, MQI Coaching team, and Mathematical Knowledge for Teaching team. The project assistant will contribute to the successful organization of internal processes and public events.

Primary Duties:

- Track, oversee, and plan travel booking for SDP Candidates for Cambridge-based interviews and partner site interviews across the country (flight/rail and hotels)
- Arrange speakers and events related to the PIER Fellowship program
- Oversee submission of receipts and invoices for corporate card payments for team members
- Provide financial processing and operations support for SDP Outreach staff, Fellow candidates and MQI Coaches
- Coordinate event planning logistics for MQI Coaching Trainings, Mathematical Knowledge for Teaching item camps and SDP Fellowship Selection days
- Communicate with external partners and gather feedback on mathematical knowledge for teaching items
- Oversee the organization and filing of recorded coaching conversations, videos of math instruction and mathematical knowledge for teaching items

This is a one year term position with the possibility of continuation.

Basic Qualifications:

1-3 years of administrative experience required. Education beyond HS may count towards requirement.

Meticulous eye for detail; ability to accurately assess problems and develop solutions; ability to work independently with minimal supervision; ability to handle confidential information; and excellent written and verbal communication skills. Experience working with databases; familiar with Microsoft Office software (Word, Excel, PowerPoint, and Outlook) and internet communication. Ability to travel 1-2 times a year.



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Additional Qualifications:

Passion for improving public education; experience working with finance and/or operations in an education setting; and strong proofreading talents.

Additional Information

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

Candidates wishing to apply for this position must do so through [Harvard Careers](#) and search for 47041BR.