Education Policy Initiative
Student Research Assistant Job Posting

**Hours:** 5-15 hours per week during the 2022-23 academic year.
**Pay Rate:** $15.00/hour

**About EPI**
The Education Policy Initiative (EPI) at the Gerald R. Ford School of Public Policy is a program of coordinated activities designed to bring the latest academic knowledge to issues of education policy. Under the direction of professors Kevin Stange and Christina Weiland, the EPI team conducts rigorous and relevant research to inform education policy debates and to disseminate best practices in education reform to local, state, and national policymakers. Our research projects span the entirety of the P-20 educational system, ranging from early childhood access to post-secondary pathways. EPI researchers have established strong working partnerships with some of the leading practitioners and policymakers in the field of education research and policy and have collaborated with the Michigan Department of Education (MDE) and the Center for Educational Performance and Information (CEPI) to launch the Michigan Education Data Center (MEDC). As part of the State partnership, MEDC works with researchers to submit applications to use state data, and delivers data for approved projects.

**Student Research Assistant Responsibilities**
Research Assistants should be comfortable working on analysis, writing, and project management tasks. Specific responsibilities include:
- Providing organizational and administrative support to the Michigan Education Data Center in communicating with current and prospective researchers, managing approved projects, and summarizing research findings.
- Conducting literature reviews, background research, landscape analysis, and producing written briefs for EPI faculty, staff, and partners.
- Supporting communication efforts for center-wide projects research. This could include a variety of tasks including recruitment correspondence with school districts, writing blurbs for newsletters, and developing content for webinars and publications.
- Conducting qualitative and quantitative analysis under supervision of faculty directors or postdoctoral fellows.

**Required Qualifications**
- Bachelor or Master's students who are in good academic standing.
- Demonstrated interest in education policy and program evaluation.
- Strong knowledge of research and statistical methods, able to determine and describe the strengths, weaknesses, robustness and validity of existing research.
- Excellent communication skills to effectively engage partners as well as to present findings in both written and oral settings to non-technical audiences.
- Experience managing a project from start to finish. Example tasks include initiating communication with content area experts to define and refine questions of interest, developing an analytic strategy, implementing the strategy, and then presenting the findings
- Ability to work independently, and as a member of a team.
- Ability to work well under pressure and within timelines that are relatively constrained.

- Ability to problem-solve and think creatively.

Desired Qualifications:
- Data visualization skills, particularly with creating graphical or tabular representations of complex ideas that are intuitive to non-technical audiences.
- Data management skills, or an interest in learning advanced computing software for data management/analysis.

**To Apply:**
- Interested students should submit a cover letter detaining their interest in working at EPI and any experience with quantitative and qualitative research methods. as well as a resume/CV to edpolicyford@umich.edu.

Note: Research Assistants will perform duties in accordance with Ford School and University of Michigan policies regarding building access and density. EPI staff are currently working in a hybrid arrangement, and will provide supervision in person and virtually. To assist with collaboration in a remote working environment, students should develop a consistent weekly schedule for at least 5 of their work hours each week. These will be time blocks when EPI staff and faculty directors know that RAs are available for meetings and work.