



# Example of Education Research Job Description

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Our growing company is hiring for an education research. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for education research

- Assist in planning and implementation efforts for WSDM events, such as meetings, lectures, symposia, forums, and workshops
- Develop and oversee the budget and finances of the WSDM program
- Develop and define core business delivery model and other services
- Apply education experience in high-level leadership and executive roles to inform consulting and strategic advisory services
- Support project activities in data analysis and reporting for education studies
- Act as an internal and external liaison for the division
- Maintain multiple directors' calendars
- Schedule research calls with current members
- Coordinate logistics for team events
- Manage and troubleshoot the technology platforms used to send mass emails to our members

## Qualifications for education research

- Doctorate of Education in Educational Administration & Policy with at least 8 years' experience
- PhD in Education with at least 10 years of direct experience
- Master's degree in Ecological Teaching and Learning with at least 8 years' experience
- Master's degree in Public Administration with at least 6 years' of related experience
- Currently pursuing or a college degree in education, natural science or other

