



Example of Education Research Job Description

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Our growing company is searching for experienced candidates for the position of 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

- Lead and support data collection and analysis to generate findings to share in a variety of ways including content for our web site, reports to donors, journal articles technical reports based on both qualitative and quantitative studies
- Organize teams of people to collect, organize, and analyze data
- Submit and keep IRB applications up-to-date
- Develop, implement, administer, and evaluate programs in service of making program improvement recommendations
- Conduct research activities within the program to include analyzing data, creating reports, reviewing trends, and designing studies
- Contribute to outreach strategies for program communications, development, partnerships, and fundraising/funding
- Write and/or edit complex content for proposals, research grants, peer-reviewed publications, and other program activities (full-time position)
- Screens and prioritizes incoming correspondence, phone calls and visitors
- Collects, processes, and transmits information often of a sensitive nature to designated staff, physicians, community or other external agencies
- Provides direct clerical assistance, as needed, to the Executive Office Manager if assigned to the Executive Offices, or assistance to clerical support staff of physician personnel

Qualifications for education research

- Organized, attentive to detail, have the ability to prioritize tasks and take initiative
- Experience with database applications (e.g., Filemaker, Access) desirable
- Master's degree in education, public policy, economics, sociology, or other social science discipline and 2 years work experience preferred
- 1 to 3 years of relevant work experience - preferably in biomedical research, accounting, and/or HR management
- Demonstrated knowledge of fiscal management