Boston University Project Management Position

We are a research team from Boston University, Southern Methodist University, and TERC studying how elementary teachers learn to lead classroom discussions that both (a) engage children in deep, discipline-based learning in English Language arts (ELA), mathematics, and science; and (b) work to disrupt power hierarchies that typically marginalize students who are historically and systematically underserved by the institution of schooling. Find out more about the project here: https://www.jsmf.org/grants/20170018/

We are seeking a graduate student to help manage our project for up to 20 hours/week. The position includes assisting researchers with coordination of project activities, budgets, and personnel to meet deadlines and project goals. We are looking for someone that has strong organizational and relational skills so that they can organize and delegate tasks; help organize and manage research meeting logistics; manage the workflow of teacher recruitment and data collection; and work closely with researchers to facilitate ongoing work of the team. We are hoping to find someone with experience managing large teams and/or complex projects that include multiple components. A candidate should be comfortable learning new technologies and, ideally, have experience with Sharepoint, other Microsoft products (e.g., Office365), and Google Suite.

Types of responsibilities include:
- Maintaining Sharepoint intrateam site
- Keeping data organized
- Communicating with a large and diverse team
- Managing team logistics
- Working with grant administrators on maintaining the budget
- Attend research meetings and keep notes

The project primarily takes place at Boston University and in Boston Public Schools. If interested, please send a cover letter and resume to the Principal Investigator of the project, Dr. Lynsey Gibbons at lgibbons@bu.edu. Lynsey will be traveling from August 19-26 and will begin to look at resumes upon her return.

Position start date: September 3, 2019 through the end of the school year
Compensation: $20/hour