

OPPORTUNITY FOR ALL
EDREDESIGN
THE EDREDESIGN LAB



Job Title: Research Assistant/Intern at The EdRedesign Lab

Type: Internship

Function: Other/Career

Salary Range: Standard Harvard graduate student rate

Weekly Hours: 6-10 hours

City: Cambridge and remote options available

State: MA and Remote

Country: USA

The EdRedesign Lab (EdRedesign) is hiring multiple research assistants and interns for the Fall 2022 semester, with the possibility of continuing into the spring.

Background Information

Founded in 2014 by Paul Reville, former Massachusetts Secretary of Education and Professor of Practice of Educational Policy and Administration at the Harvard Graduate School of Education, the Education Redesign Lab (EdRedesign) is a university-based action research hub. In the pursuit of equity and social justice, we support the field in building cross-sector, community-wide systems of support and opportunity for children from birth to adulthood. EdRedesign pursues three strategies to identify and advance principles of effective practice, including actionable research, communities of practice, and movement building.

We are currently partnering with communities from across the country that utilize children's cabinets as a mechanism for building a system of comprehensive supports and opportunities. In addition, we are working with communities that are developing and implementing personalized, relationship-based approaches to support each child's individualized strengths and needs. We also oversee the Local Children's Cabinet Network (LCCN), in collaboration with the Children's Funding Project and the Forum for Youth Investment, which brings together communities to engage in peer learning and share best practices.

Project Overview

EdRedesign undertakes research in both urban and rural contexts in the areas of cross-sector collaboration, using data for impact, and personalized supports and opportunities. We are hiring research assistants and interns to assist with the following areas:

- communities of practice focused on cross-sector collaboration and personalized, relationship-based approaches (what we call Success Planning);
- case, brief, and tool development and writing;
- applied data support and analysis;
- rural settings;
- administrative support and event planning.

Based on the particular area of work, research assistants may conduct independent research on key topics; produce briefs, tools, case studies, and other resources; assist with data strategy, collection, and analysis; help plan and facilitate peer learning opportunities; and attend meetings and summarize relevant information for key stakeholders.

Responsibilities

EdRedesign is seeking research assistants and interns to support our community of practice and research teams and help advance our priorities. Depending on experience, research assistants and interns may support the following activities:

- Synthesize research on key topics
- Produce research briefs, cases, guides, and other materials
- Assist with data strategy, collection, and analysis
- Plan and facilitate peer learning opportunities
- Attend meetings, take notes, and summarize relevant information
- Create compelling slides and graphics
- Participate in and support webinars, convenings, and other EdRedesign activities if available
- Provide administrative and event planning support

Qualifications (vary by specific focus area, so we don't expect all of these for any applicant)

- Strong writing skills; interviewing experience a plus
- Ability to synthesize information from multiple sources
- Interest and/or experience in peer learning and/or communities of practice (not required for all positions)
- Data collection, analysis, and visualization skills (not required for all positions)
- Some experience in research, policy, or community work related to education and youth
- Professional or lived experience in rural settings (not required for all positions)
- Familiarity and experience with U.S. context preferred
- Commitment to EdRedesign's vision and relevant professional and/or lived experience
- Ability to work both collaboratively and independently
- Skill with document formatting/design and/or infographics a plus
- Event planning support (not required for all positions)
- Proficient in Microsoft Office Suite

Number of Openings: 4-5

Internship/Project Term (Work Period): Fall 2022 semester with possibility of extension

Required Work Schedule (if any): Flexible

Requirements: Must be a Harvard-enrolled master's, Ph.D. or Ed.L.D. student

Hours per Week: 6-10 hours

Compensation: Eligible for work-study and/or non-work study funding; paid at standard Harvard graduate rate

TO APPLY: Send your resume and cover letter to Lynne Sacks, lynne_sacks@gse.harvard.edu and Michelle Sedaca, michelle_sedaca@gse.harvard.edu, with the job title in the subject line. Please

specify the area of interest in your cover letter. The priority deadline to apply is **by the end of day on Friday, August 19**. After that, please email to see whether we still have openings.