

EdRedesign

OPPORTUNITY FOR ALL

HARVARD



GRADUATE SCHOOL
OF EDUCATION

Job Title: Summer Research Intern at The EdRedesign Lab

Type: Internship

Function: Other/Career

Salary: Standard Harvard student rate for continuing Harvard students

Weekly Hours: Full-time during an approximately eight-week duration from June through end of July with possibility for additional weeks before and after this period

City: Cambridge and hybrid options available, must be able to be in person all Wednesdays and every day for the weeks of July 8-12 and July 22-25.

State: MA

Country: USA

Are you a Harvard student interested in cradle-to-career work to support children, youth, and families? The EdRedesign Lab at Harvard Graduate School of Education is seeking motivated and talented individuals to join our team during the summer of 2024.

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 (HGSE), the EdRedesign Lab (EdRedesign) at HGSE provides catalytic support to the cradle-to-career place-based partnership field to drive systems-level change and open personalized pathways to opportunity. Our mission is to ensure the social, emotional, physical, and academic development and well-being of *all* children and youth, especially those affected by racism and poverty.

We believe strategies to expand opportunities for children and youth have two critical components: **place-based, cross-sector collaboration** to remove structural barriers and open pathways to opportunity; and **personalized, relationship-based supports**, what we call **Success Planning**, for children and youth to reach their full potential.

To support our growing field to drive transformational, systems-level change that serves the needs and talents of individual children and youth, our work focuses on talent development, actionable research, our Institute for Success Planning, and our *By All Means* initiatives.

Project Overview and Job Responsibilities

EdRedesign undertakes actionable research in the areas of cross-sector collaboration, using data for impact, and personalized supports and opportunities. We are hiring a research assistant to support our ongoing work. Depending on experience and program needs, the role 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, including exploring public datasets to identify research 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

- Ability to synthesize information from multiple sources
- Some experience in research, policy, or community work related to education and youth
- 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
- Proficient in Microsoft Office Suite

Number of Openings for this Position: 1

Required Work Schedule (if any): We have one core in-person office day on Wednesdays, which interns would be expected to attend. Other days are remote. During the weeks of our in-person events July 8-12 and July 22-25, interns would be expected to be available in person.

Hours per Week: Up to 35 hours per week

Compensation: Hourly student rate for continuing Harvard students or outside funding

Other Requirements: Candidates should be eligible to work in U.S. Please contact the Harvard International Office if you have questions about your eligibility.

TO APPLY: Send your resume and cover letter in one document with your first and last name at the beginning of the file name to Michelle Sedaca at Michelle_Sedaca@gse.harvard.edu with the job title in the subject line. Applications will be reviewed on a rolling basis.