Job Posting - Gerald R. Ford School of Public Policy
Education Policy Postdoctoral Research Fellow

November 8, 2010

Summary:
The Gerald R. Ford School of Public Policy conducts research, outreach, teaching, and public service activities to further academic knowledge, inform policymaking, and bring the resources of the University to bear in addressing public policy issues.

The Education Policy Postdoctoral Research Fellowship is intended to provide a research training opportunity to a recent Ph.D. recipient while furthering the mission of the Ford School in terms of conducting high quality policy-relevant research that informs policy issues.

The Research Fellow will work with faculty engaged in education policy research such as Brian Jacob, Susan Dynarksi, and Kevin Stange to conduct research, research administration, and outreach activities. The Fellow will engage in on-going education-related research projects, investigating issues such as charter schools, postsecondary attainment, high school curricular reforms, state college aid programs, and teacher effectiveness. The Fellow will also have the opportunity to develop and lead additional education research projects. The Fellow will not have any teaching responsibilities. This is a 2-year fellowship with competitive salary and benefits.

Duties:
Research Operations (75%):
Working with the Ford School faculty design and conduct all phases of research projects, with leadership responsibility for certain education research projects; conduct literature reviews and other background research efforts; gather, process, manage and archive data and related documentation; create and maintain databases; conduct data analysis and prepare memos, briefs, reports, articles, etc.; serve as liaison with research partners and other external units regarding research operations; participate in research team meetings; supervise research assistants and other team members as assigned; other duties as assigned.

Outreach and Events (15%):
Draft and edit research publications, newsletters, policy briefs, press releases, etc.; serve as liaison to outside groups in outreach efforts; assist with planning, management and implementation for research events such as conferences and seminars (occasionally need to work off-hours); other duties as assigned.

Research Administration (10%):
Provide high level assistance in coordinating, drafting and submitting proposals for research projects; identify funding sources; assist as liaison for research administration activities; write and edit IRB applications for human subjects research and manage the IRB application process, including serving as liaison with IRB offices; other duties as assigned.

Necessary Qualifications:
Applicants must have completed their Ph.D. in a relevant social science discipline after 2008 and prior to August 31, 2011. Academic research experience in public policy, political science, education, quantitative methodology, or other similar fields. Experience with administrative data, sampling methods and primary data collection processes; knowledge of education policy issues; experience with data processing, archiving, analysis and report writing, including statistical analysis; experience with major social science database and statistical software packages such as SPSS or Stata; excellent communication skills, both oral and written; attention to detail; strong organizational skills; excellent interpersonal skills; the ability to multi-task and prioritize efforts across simultaneous projects; and the ability to work both as part of a team and individually while meeting deadlines.

Application Deadline is January 15, 2011:
Please send application materials in electronic form to Bonnie Roberts fischerb@umich.edu. Applications should include a CV, writing sample, and three letters of recommendation.

U-M EEO/AA Statement:
The University of Michigan is an equal opportunity/affirmative action employer.