

POSITION/TITLE:	Project Manager
GROUP:	CEERE
SUPERVISOR:	Research Scientist/Project Director
JOB STATUS:	Exempt, 1.0 FTE
HOURS:	40 Hours Per Week

SUMMARY DESCRIPTION: The Center for Early Education Research and Evaluation (CEERE) at HighScope Educational Research Foundation announces a Project Manager position. This individual will report to the Project Director. The role will primarily be on a grant awarded to HighScope from the US Department of Education Investing in Innovation (i3) grant: Supporting Preschool and Kindergarten Students’ Self-Regulation through HighScope Curriculum Enhancements: Plan-Do-Review and Conflict Resolution. The goal of this project is to improve the self-regulation skills of vulnerable preschool and kindergarten students by building off the historic HighScope Perry Preschool Study.

ESSENTIAL FUNCTIONS/DUTIES:

- Manage the research efforts of early care and education projects.
- Manage day-to-day research and evaluation operations, including planning and budgeting.
- Manage and process incoming data from various sources.
- Create and manage protocols and schedules.
- Create surveys in electronic survey platform (Qualtrics).
- Plan and prepare for teacher trainings and meetings.
- Perform administrative tasks such as processing timesheets and preparing purchase orders and study materials.
- Assist with child/parent, teacher, and school recruitment and retention.
- Coordinate and lead meetings with project staff, school district administrators, teachers, and project partners, at times serving as project liaison.
- Contribute to writings and publications, including peer-reviewed manuscripts, research briefs, progress reports, annual reports, blog posts, and study materials.
- Contribute to presentations for professional meetings and conferences.
- Contribute to grant writing.
- Maintain communication with federal project officer and participate in i3 learning community webinars and activities.
- Maintain communication with participating teachers and families, including planning and hosting meetings, writing newsletters, and creating and posting on social media platforms.
- Build and maintain positive relationships in school districts and communities.
- Perform other duties as assigned.

JOB QUALIFICATIONS:

Education/Experience:

- Bachelor's degree in a relevant field required. Master's degree a plus. Certification in Project Management a plus.
- Demonstrated ability to coordinate and manage a large-scale research and/or evaluation project and/or initiative.
- Experience working with childcare centers and/or schools, particularly in low-income, urban communities, a plus.
- Experience with communicating research findings to the public, including creating and posting social media content, a plus.

Knowledge, Skills, Abilities

- Proficient use and understanding of statistical analysis packages (e.g., SPSS), electronic survey platforms (e.g., Qualtrics), and database management (e.g., Microsoft Access).
- Excellent organizational skills, attention to detail, and the ability to effectively manage multiple projects and tasks simultaneously.
- Ability to plan and prepare for meetings and events.
- Superb written and verbal communication skills, including some experience with making presentations.
- Ability to be resourceful and creative in solving problems.
- Commitment to working collaboratively with team members, project partners, and funders.
- Proficient in Microsoft Office including Word, Excel, and PowerPoint.
- Agile, entrepreneurial, and a team player who seeks to advance the Center and its goals.
- Self-starter able to work independently, along with the judgment to seek supervision and/or input from others when necessary.
- Knowledge of the early care and education field and achievement/opportunity gap desired.
- Knowledge of interventions to support self-regulation in young children desired.

Other Qualifications/Requirements (e.g. Licenses/Certifications, Travel, Lifting, etc.):

- Normal office environment.
- Physical actions performed frequently: typing, sitting, reading. Some standing, walking, conversing, using the phone, hearing, stairs.

DISCLAIMER -This position is contingent on continual funding for the i3 grant project. The primary duties for this position will last approximately two years. While continual funding of this position is a priority, no guarantee of employment is implied after this 2-year period.

DISCLAIMER - The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Management reserves the right to revise the job description at any time.