WEPC
WHEELOCK EDUCATIONAL POLICY CENTER

BU
Boston University Wheelock College of Education & Human Development
Wheelock Educational Policy Center
wheelockpolicycenter.org

Position: Pre-Doctoral Research Assistant
Organization: Boston University Wheelock Educational Policy Center
Anticipated Start & End Dates: Summer/Fall 2024 to Summer/Fall 2025 (one-year position)
Location: Boston with option for work-from-home days
Salary Range: $50,000-$60,000

Boston University's Wheelock Educational Policy Center (WEPC) conducts and disseminates rigorous, policy-relevant research in partnership with local, state, and federal policymakers and stakeholders to improve educational opportunities and holistic outcomes for traditionally marginalized students. WEPC's research addresses key policy questions focused on equalizing educational opportunity, improving specialized services for students, and supporting an effective educator workforce.

Reporting to WEPC's Assistant Director of Policy, the Pre-Doctoral Research Assistant (RA) will provide data cleaning and analytic support for a research partnership with the Massachusetts Department of Elementary and Secondary Education, focused on better understanding the characteristics, career trajectories, and outcomes of school leaders (e.g., principals, assistant principals) across the state. The RA will work primarily under the supervision of Professor Olivia Chi and will also receive mentorship from other BU Wheelock faculty, collaborate with PhD students and research staff, and participate in formal and informal professional development opportunities.

Job Responsibilities

- Cleaning and assembling large administrative data sets for analysis
- Conducting statistical analyses to answer policy-focused research questions
- Creating polished tables and figures to convey findings to researchers and policymakers
- Contributing to the development of policy reports and academic papers
- Participating in regular project meetings with WEPC staff, faculty, and external partners

Required Qualifications

- Bachelor's degree in economics, statistics, public policy, education policy, or a related field
- At least 2 years of relevant work experience, which can include up to 1 year of coursework, internships, or student research assistantships
- Demonstrated ability to clean and analyze data using Stata
- Knowledge of descriptive and inferential statistical methods
- Interest in and knowledge of key issues in education policy
- Excellent communication, time management, and problem-solving skills

Additional Qualifications

- Master's degree in economics, statistics, public policy, education policy, or a related field
- Experience working with education data from state and/or district longitudinal data systems
- Experience working in an education-focused organization, such as a school, school district, state department, non-profit organization, or similar
- Knowledge of causal inference and quasi-experimental evaluation methods (e.g., regression discontinuity design, difference-in-differences, randomized controlled trials, etc.)
- Ability to interpret research findings and statistical concepts for practitioners and policymakers
- Data visualization skills

How to Apply

Please email wheelockpolicy@bu.edu with your resume and a short cover letter addressing how you meet the qualifications described above. The selection process for this position will include a phone screen, written performance task, and video interviews with WEPC staff and faculty. We regret that we may not be able to respond individually to all applicants.