

Research Associate at the Harvard Graduate School of Education

Job Summary

The Gaab Lab research focuses on typical and atypical reading development within the lifespan of a child. We are seeking a full-time Research Assistant to support our team at the Harvard Graduate School of Education.

Position Description

1. Collects magnetic resonance imaging data in individuals age 0-50. Collect project data, acquiring it through observation, structured interviews, library research, data processing methods, or other research methods
2. Record and/or code data according to project requirements and established protocols
3. Process, organize, and summarize data; report experiment results using a variety of scientific, spreadsheet or statistical software applications or program platforms
4. Make periodic reports of project status to supervisor or other research team members
5. May instruct other staff and students in basic research methods or techniques
6. Assist in the design of experiments and tests
7. Perform administrative duties incidental to research tasks
8. Assists with data analysis and manuscript write-up. May present scientific findings at national and international conferences.
9. Other duties as assigned

This is a Term Position for one year from date of hire with the possibility of extension

Basic Qualifications

Minimum two years related research experience. Relevant course work may count towards experience. Demonstrated knowledge of research populations and/or techniques is required. Knowledge of various research methods and statistical techniques required.

Any candidate wishing to be considered must supply a cover letter in addition to a resume and indicate meeting basic qualifications.

Additional Qualifications and Skills

This position requires excellent organizational and communication skills, demonstrable initiative, ability to work independently, and strong interpersonal and administrative skills. Excellent attention to detail and a high capacity to plan and organize is required.

- Ability to work collaboratively and independently
 - Ability to work well with pediatric populations (infants, toddlers and school-age children). Prior experience in infant or toddler settings, camp counselor, coach or afterschool aid , or similar settings will be helpful
- Excellent attention to detail
- Commitment to producing high-quality work under tight deadlines
- Willingness and flexibility to collaborate with team members on diverse project tasks

Working Conditions

HGSE is currently developing dynamic workplace models which will actively support a combination of on-campus and remote work (within a state in which Harvard is registered to do business) where business and operational needs allow. You and your manager will discuss the best schedule based on your role and operational need. If your role allows for remote work, please note that all remote work must be performed within a state in which Harvard is registered to do business (CA (Only Exempt), CT, GA, IL, MA, MD, ME, NH, NJ, NY, RI, VA, VT, and WA). Please also note that Harvard will withhold each applicable state's required tax and other withholdings from your paycheck for the time you work there.

The health of our workforce is a priority for Harvard University. With that in mind, we strongly encourage all employees to be up-to-date on CDC-recommended vaccines.

We regret that the Harvard Graduate School of Education does not provide Visa sponsorship.

Additional Information

HGSE is a diverse community of learners, teachers, and employees who are passionate about changing the world through education and striving for maximum impact in the field of education.

HGSE Human Resources values diversity in all forms, and believes that each employee brings a set of diverse experiences and identities to the workplace that makes us stronger, encourages innovation, and enhances our collective contributions. We continue to develop and support a workforce that reflects the diversity of those we serve; fosters an environment that allows each individual to belong and to bring their best self to work; and creates the conditions that empower employees to contribute their full potential to advancing the work of the school.

We do this by:

- Hiring and retaining staff reflecting the diversity of those we serve;
- Providing employees opportunities to learn, grow, and be challenged;
- Reviewing and ensuring fairness and equity in HR practices and policies including but not limited to hiring, promotion, and compensation;
- Developing strong relationships and partnerships internal and external to our community to advance diversity and inclusion;
- Communicating transparently and respectfully; and
- Fostering an inclusive, respectful, and professional work environment

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About the Harvard Graduate School of Education

Many choose to work at the Harvard Graduate School of Education because they believe in our mission and are excited by our vision for the future. We have a reputation as a great place to work, for our excellent leadership, and we are a strong community that values diversity. For more information about HGSE, its programs, research, and faculty, please visit: www.gse.harvard.edu

Please Note once Harvard resumes regular operations this position will no longer be remote and work will be performed on campus in Cambridge MA.

Work Format Details

This position is based primarily on-campus, in Massachusetts. This may include in-person during emergency situations (if applicable). Additional details will be discussed during the interview process. Certain visa types may limit work location. Individuals must meet work location sponsorship requirements prior to employment.

Benefits

We invite you to visit [Harvard's Total Rewards website](#) to learn more about our outstanding benefits package, which may include:

- **Paid Time Off:** 3-4 weeks of accrued vacation time per year (3 weeks for support staff and 4 weeks for administrative/professional staff), 12 accrued sick days per year, 12.5 holidays plus a Winter Recess in December/January, 3 personal days per year (prorated based on date of hire), and up to 12 weeks of paid leave for new parents who are primary care givers.
- **Health and Welfare:** Comprehensive medical, dental, and vision benefits, disability and life insurance programs, along with voluntary benefits. Most coverage begins as of your start date.
- **Work/Life and Wellness:** Child and elder/adult care resources including on campus childcare centers, Employee Assistance Program, and wellness programs related to stress management, nutrition, meditation, and more.
- **Retirement:** University-funded retirement plan with contributions from 5% to 15% of eligible compensation, based on age and earnings with full vesting after 3 years of service.

- **Tuition Assistance Program:** Competitive program including \$40 per class at the Harvard Extension School and reduced tuition through other participating Harvard graduate schools.
- **Tuition Reimbursement:** Program that provides 75% to 90% reimbursement up to \$5,250 per calendar year for eligible courses taken at other accredited institutions.
- **Professional Development:** Programs and classes at little or no cost, including through the Harvard Center for Workplace Development and LinkedIn Learning.
- **Commuting and Transportation:** Various commuter options handled through the Parking Office, including discounted parking, half-priced public transportation passes and pre-tax transit passes, biking benefits, and more.
- **Harvard Facilities Access, Discounts and Perks:** Access to Harvard athletic and fitness facilities, libraries, campus events, credit union, and more, as well as discounts to various types of services (legal, financial, etc.) and cultural and leisure activities throughout metro-Boston.

[Apply here!](#)