

Research Associate at UMASS Amherst

Job no: 522411

Work type: Staff Full Time

Campus: UMass Boston

Department: Institute for Early Education

Pay Grade: 32

Categories: Professional Staff Union (PSU), Institutional Research

General Summary:

We are seeking a highly motivated and dedicated individual to join our research and evaluation team as a Research Associate with expertise in early childhood education and care. The Research Associate will play a critical role in advancing our research efforts and contributing towards the mission of the Institute for Early Education Leadership and Innovation. This position offers an excellent opportunity for an early childhood expert to contribute to cutting-edge research, policy development, and program design.

Examples of Duties:

1. Research Design and Implementation:

- Lead and participate in the design and implementation of Institute research projects.
- Assist in developing research methodologies, data collection tools, and research protocols.
- Collaborate with cross-functional teams to ensure successful execution of research projects.
- Contribute to the development of high-quality project deliverables by developing clear visual and narrative descriptive summaries of data.

2. Data Collection and Analysis:

- Collect, process, and analyze data related to early childhood education and care using various research methods and tools.
- Use statistical software and data analysis techniques to derive meaningful insights from research findings.
- Interpret and present research results to internal and external stakeholders.
- Prepare and deliver monthly and/or quarterly reports to external stakeholders.

3. Literature Review:

- Conduct comprehensive literature reviews.
- Synthesize research findings and integrate them into ongoing projects.

4. Grant Writing and Funding Acquisition:

- Contribute to the development of grant proposals and funding applications to support Institute research initiatives.
- Collaborate with the Executive Director and senior researchers in identifying and pursuing research funding opportunities.

5. Collaboration and Knowledge Sharing:

- Collaborate with colleagues, community partners, and external experts to advance the organization's research agenda.
- Present research findings at conferences, workshops, and seminars.

- Assist senior researchers in publishing research findings in peer-reviewed journals and disseminate knowledge through various channels.

6. Project Coordination

- Develop comprehensive project plans outlining objectives, timelines, milestones, and resource requirements.
- Work closely with principal investigators, researchers, and stakeholders to define project scope, goals, and deliverables.
- Monitor project timelines and milestones, adjusting plans as necessary to ensure timely completion.
- Communicate project progress and potential delays to Executive Leadership team and project stakeholders.

Qualifications:

- Minimum ABD in early childhood education, child development, psychology, or a related field. PhD preferred.
- Minimum five years working experience in early childhood education, education, or related field.
- Proven expertise in early childhood education and care.
- Proficiency in research design, data collection, and statistical analysis.
- Excellent communication skills, both written and verbal.
- Strong project management skills with the ability to work independently and in a team.
- Experience with statistical software such as Stata, SPSS, R, or SAS

- Demonstrated proficiency in professional office software, such as Word, Excel, PowerPoint
- This position requires strong attention to detail, high levels of accuracy and organization, and the necessity to meet deadlines.

Preferred Qualifications:

- Experience in grant writing and securing research funding.

Application Instructions:

Please apply online with your resume, cover letter and list of three professional references.

Review of candidates will begin following the application closing date.

Only Internal candidates in the Professional Staff Bargaining Unit will be considered during the first 10 business days of the posting. All other candidates will be considered after that period.

Salary Ranges for the appropriate Pay Grade can be found at the following link:

Grade: 32

[Salary Ranges](#)

This is an exempt union position. This is a grant funded position with a current end date of June 30, 2024, subject to renewal contingent on funding and university needs.

All official salary offers must be approved by Human Resources.

UMass Boston is committed to the full inclusion of all qualified individuals. As part of this commitment, we will ensure that persons with disabilities are provided reasonable accommodations for the hiring process. If reasonable accommodation is needed, please contact HRDirect@umb.edu or 617-287-5150.

Advertised: Feb 20 2024 Eastern Standard Time

Applications close: Mar 05 2024 Eastern Standard Time

[Apply here!](#)