

**Job Opening: Northwestern Two-Generation Research Initiative Project Coordinator**

The Institute for Policy Research at Northwestern University (IPR) invites applications for a full-time Project Coordinator starting June 2018. The Project Coordinator will serve as an integral member of the Northwestern University Two-Generation Research Initiative (NU2Gen). NU2Gen examines the implementation and effectiveness of two-generation interventions, which link education and career training for parents with early childhood education services for children. Our research is at the intersection of theory, program design and implementation, and evaluation of innovative education strategies aimed at reducing poverty.

**Responsibilities:** The Project Coordinator will directly support NU2Gen’s Co-Director, Dr. Teresa Eckrich Sommer, and will be responsible for a wide-range of administrative and analytic tasks, including:

- Support for new initiatives (e.g., reviews of literature, programs, policies, and webinars)
- Data management (e.g., cleaning and coding quantitative and qualitative data)
- Research support (e.g., conference presentations, manuscript review, grants management, IRB)
- Communication and administration (e.g., meeting and travel arrangements, note taking)

The Project Coordinator will have the opportunity to engage with Northwestern students, faculty and staff as well as researcher consultants and service providers across the country. The position offers early scholars an opportunity to learn hands-on how to develop, conduct, and disseminate interdisciplinary, policy-relevant research.

**Qualifications:** A successful candidate must have: (1) a Bachelor’s degree in Psychology, Human Development, Social Policy, Economics, Statistics, or related field; (2) strong analytic, writing, and communication skills; (3) the ability to balance attention to detail with a big-picture understanding of research endeavors; (4) aptitude for and interest in data management and measurement; and (5) interest in programs and policies aimed at improving the well-being of children and families. The candidate should be highly organized and able to work both independently and as part of a multi-disciplinary team.

**Application:** Interested candidates should submit a cover letter, curriculum vitae or resume, writing sample, unofficial transcript, and contact information for three references to Sarah Guminski (sarah.guminski@northwestern.edu) and Kenn Dela Cruz (kenn.delacruz@northwestern.edu).