

Title: Research Specialist 2, Thirty Million Words Initiative

Reports to: Chief Operating Officer, PI, TMW Initiative

Background:

The Thirty Million Words® (TMW) team at the University of Chicago conceptualizes, translates, builds, and delivers research-based programs that support parents, teachers, and other caregivers to effectively use Thirty Million Words curricula to enrich children's early language environments. TMW implements its programs across health, early learning, and social service sectors in a public health approach to impacting early learning at a population level.

Summary:

The Thirty Million Words Initiative at the University of Chicago is looking for a Research Specialist 2 to closely support the daily work of the Principal Investigator of the TMW research lab in the role of Special Projects Manager. This individual will work closely with the PI to provide logistical and administrative support for the PI's research work, as well as work with the PI to develop content and conduct research for new and emerging lines of inquiry.

Responsibilities include:

- Presentation, Research, and Special Project Support
 - Conduct background research for emerging lines of inquiry, at the direction of the PI; produce draft documents, briefing papers, and reports
 - Facilitate creation of speeches and presentations for PI: track PI's public speaking schedule, coordinate development of presentation materials with Communications team, facilitate strategy and content development sessions, and enforce internal deadlines
- Logistical Support of PI and Research Lab
 - Schedule, organize, and facilitate logistics for internal and external meetings that PI and other senior leaders participate in or lead, as directed
 - Take notes to capture and disseminate action items from lab meetings and other meetings PI leads
 - Help prepare PI for meetings, including but not limited to gathering relevant notes and research, background information, previous meeting minutes, or other meeting materials
 - Meet and greet visitors, correspond and communicate with funders and partners as directed
 - Facilitate onboarding and off-boarding of new and departing staff members, in coordination with Manager of Lab and Research Operations and university administrative departments
 - Ensure maintenance of lab
- Scheduling Support
 - Manage PI's calendar, including but not limited to scheduling diverse and complex appointments, meetings, and travel arrangements

- Provide close, regular support to PI on email communications; field TMW-wide email inquiries
- Coordinate logistics for public events and speaking engagements for PI
- Track and submit travel expense reimbursements on behalf of PI

Requirements:

- Bachelor's degree required
- Ability to work independently and as part of a team required
- Superior organizational skills required including strong attention to detail required
- Ability to multi-task and manage multiple projects simultaneously required
- Proven ability to establish and stick to timelines required
- Problem-solving skills required, including a strong ability to prioritize required
- Discretion with sensitive matters required
- Excellent verbal and written communication skills required
- Experience with Microsoft Office required