

## **NOW HIRING**

### **Community Research Liaison Wisconsin HOPE Lab**

School of Education, University of Wisconsin-Madison

#### The Lab

The Wisconsin Harvesting Opportunities for Postsecondary Education (HOPE) Lab, directed by Dr. Sara Goldrick-Rab, will be launched in spring 2014. It will be the nation's first laboratory for translational research aimed at improving equitable outcomes in postsecondary education. Projects in the Lab will range from exploratory, descriptive research aimed at identifying under-examined problems and identifying potential areas for intervention, to intervention development and experimental evaluation, to the translation of data into usable knowledge.

#### Main Responsibilities:

- Take a leadership role in developing working relationships with Wisconsin communities, schools, agencies, business, and groups: locally, regionally, and statewide. As needed, also work on relationships with organizations external to Wisconsin.
- Undertake research in partnership with communities using innovative programs and research methods, which will inform the work of these communities
- Work closely with the Associate Director on operations for the Lab, including staff management and budgeting
- Work closely with the Director to communicate research findings to project stakeholders
- Work with the Director and project stakeholders to develop research-based interventions for stakeholder use

#### Other Job Duties:

- Coordinate all community outreach activities for the Lab
- Devise and implement a community engagement plan tailored to each of the Lab's research project needs
- Responsible for recruitment, accrual and retention of study participants as per research project targets

- Materials development, including the development and translation of participant and community general information materials and study recruitment materials
- Share responsibility for communication with traditional leadership and community stakeholders
- Supervise, coordinate and train community research staff
- Co-ordinate and facilitate meetings with community research staff
- Compilation of weekly and monthly reports to project director and associate director
- Ensure good documentation of all tracking and outreach efforts

Qualifications:

***Required***

- Master's or doctoral degree in a social science or education discipline or field
- Research experience, preferably working with communities and/or schools
- Experience leading school or community development initiatives
- Valid driver's license and regular access to a car

***Preferred***

- At least five years of Wisconsin residency
- Knowledge of Spanish
- Knowledge of participatory action research approaches to organizational change

Required abilities and dispositions:

The ideal candidate will be personally motivated, detail-orientated, self-managed; responsible in meeting deadlines and ensuring progress without direct supervision. In addition, the ideal candidate will possess:

- Willingness to meet and work directly and indirectly with diverse communities across Wisconsin
- Excellent verbal and written communications skills.
- Results-focused with an ability to work independently and carry through projects from start to finish.
- Capacity and willingness to learn new software, research methods, and work routines; and flexibility in responding to new research opportunities as they arise.
- Motivation to engage in and manage a wide range of work related tasks including but not limited to: preparing mass mailings, analyzing information; developing communication techniques; networking; and establishing a clientele base.
- Ability to work and share responsibilities within a team of co-workers.
- Strong computer skills with Microsoft Office and Excel.

**Position Details**

Full-time position at UW-Madison with desired start date of November 1, 2013.

Wage level commensurate with educational level.

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