



Current Openings

Associate Director

Job ID	46595
Job Location	
Job Category	
Salary	3P3
Date Posted	Feb 21, 2012

The Center for Educational Policy Analysis (CEPA) in the School of Education at Stanford seeks an Associate Director to work closely with the Executive and Faculty Directors to facilitate research by CEPA faculty, staff, and students and to help ensure continued success of the Center. Responsibilities will include, but are not limited to: continued development of the CEPA Data Center, which provides a data research infrastructure for faculty, students, and staff within CEPA. This involves taking inventories of current data sets, writing summaries of types of analyses that would be possible with current datasets, looking for new and interesting data CEPA should consider acquiring, etc. Responsibilities also include acquisition of financial support for the Center through grant writing and other fundraising opportunities; outreach and dissemination of the activities and research of CEPA to a wide variety of audiences including academics, policy makers, practitioners and media; budget forecasting, and contributing to the overall development and growth of CEPA.

Duties and responsibilities:

40%: Acquisition of financial support for CEPA. This will involve seeking opportunities and writing grant proposals for federal, state, and local sources as well as writing materials for interested donors and outside organizations. Analyze funding sources available to CEPA and help with strategic planning for future financial endeavors for long-term budget planning.

40%: Dissemination of CEPA research. The Associate Director will be responsible for outreach and dissemination of information about the activities and research of CEPA to a wide variety of audiences, including academics, policy makers, and media to ensure the continuing growth of CEPA. Develop written content for the website and materials needed for CEPA events. Help in designing a dissemination plan for CEPA's research and work that may include newsletters, mass mailings, etc.

20%: Other development activities including strategic and event planning to grow and contribute to the development of the Center.

Qualifications:

The successful candidate will have a doctorate in Education Policy or a related field (economics, sociology, or political science). While the Associate Director will not conduct research, he/she will facilitate the research of CEPA faculty, staff, and students on several fronts. Accordingly, the candidate must understand the types of data and quantitative research methods typically used for policy analysis, and he/she should have experience with grant writing and other methods of securing funding for academic research centers.

The Associate Director will also help direct the business operations of CEPA, which will require strong managerial skills. These include excellent written and oral communication skills, as well as analytical, organizational, and problem solving skills and an ability to work with and direct others.

Requires 1-2 years relevant experience, 2-3 years preferred.

This is a fixed term position with an end date of 03/01/2014.

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