

Project Manager, CRPE (Job Number: 86295BR)

Campus Location	Off-Campus: Seattle
Department Name	Mary Lou Fulton Teachers College
Full-Time/Part-Time	Full-Time
Grant Funded Position	This is a grant funded position and is contingent on future grant funding.
Salary	\$55,510 - \$85,400 per year; DOE
Close Date	November 18, 2022
Job Description	<p>The Center on Reinventing Public Education (CRPE) with Mary Lou Fulton Teachers College, is seeking a dynamic professional to become our next Research Project Manager. The Research Project Manager will play a vital role in ensuring that the Center on Reinventing Public Education’s wide-ranging research continues to make a difference in the field of K-12 education policy.</p> <p>Reporting to the Principal Investigator, the Project Manager manages project planning, workflow, and timelines for complex research projects across the center. This role has the opportunity to support research design and strategy in partnership with the Principal Investigator.</p> <p>About CRPE</p> <p>The Center on Reinventing Public Education (CRPE) is a nonpartisan research center founded in Seattle, Washington in 1993 and now led by investigators and collaborators at Arizona State University.</p> <p>CRPE believes inequities are hard-wired into our public education system in both obvious and subtle ways. Our core business is studying efforts to rewire the system for ongoing improvement and excellence for every student—moving from the classroom, to the school, to policy implications. We envision a public education system that truly prepares every student for the challenges of the future. We fulfill this mission through:</p> <ul style="list-style-type: none"> • <i>Research:</i> We produce world-class research that’s interesting, significant, and trustworthy. • <i>Thought leadership:</i> Our analyses look around the corner, comment on relevant issues, and propose new ideas. • <i>Engagement with leaders:</i> We prioritize learning from city, state, and nonprofit leaders in their communities and we inform their work with evidence. <p>CRPE seeks team members who are passionate about systems change and embrace the idea that public education is a goal, not a set of institutions. The following core values guide our work:</p> <ul style="list-style-type: none"> • Curiosity: We look around the corner • Excellence: We do world-class research that’s interesting, significant, and trustworthy • Teamwork: We’re clear, focused, and productive together • Ownership: We’re all responsible for CRPE’s success

	<ul style="list-style-type: none"> • Communication: We're clear and honest with each other • Camaraderie: We appreciate each other • Integrity: We're professional and ethical • Equity: We are committed to an ongoing and active fight against racism and injustice <p>CRPE has played a national role in studying the impact of the Covid-19 pandemic on school systems and policy, and we are studying new methods of schooling that will inform rebuilding efforts post-pandemic.</p> <p>To learn more about our work, visit CRPE's publications and newsroom pages, which feature our most recent thinking on education issues in play today.</p>
Essential Duties	<ul style="list-style-type: none"> • Lead day-to-day project planning and management across research project(s) by creating project plans, developing and following up on timelines, anticipating and navigating around roadblocks and tracking progress against project deliverables and impact goals. • Proactively convene project teams and serve as conduit to CRPE's communications team and external stakeholders, such as funders and research partners, to achieve research goals. • Provide relevant information to key CRPE staff to prepare all post-project reports, budget allocations and summaries/filings to ensure timely dissemination of information to internal and external partners. • Partner with Director of Strategy and Operations on center-wide projects, including talent strategy-related to projects. • Work closely with Principal Investigators to coordinate across a portfolio of projects; identify cross-cutting research themes that should be elevated for commentary or future proposals. • Contribute extensively to project operations and workflows as needed, e.g., drafting outreach, preparing meeting materials, managing data collection processes, researching external impact opportunities. • Partner with Principal Investigators to coordinate contributions from research project collaborators, e.g., contractors, student interns, and partner organizations.
Minimum Qualifications	<p>Bachelor's degree and 5 years related experience; 1 of which are in project management, or any equivalent combination of experience and /or education from which comparable knowledge, skills and abilities have been achieved.</p>
Desired Qualifications	<ul style="list-style-type: none"> • Ability to communicate clearly, directly, and empathetically in all interactions, including verbal and written communications, one-on-one conversations, and in group settings. • Evidence of working knowledge of, and intellectual curiosity about, key issues in public education. • Three (3) years of previous experience that demonstrated the ability to effectively manage complex projects, including breaking a broad vision into measurable components and balancing interdependent work streams. • Ability to creatively problem solve in a dynamic environment, such as anticipating project needs and roadblocks, weighing trade-offs when making decisions, synthesizing the most important information, and providing proposed solutions.

	<ul style="list-style-type: none"> • Comfortable with “managing up” to lead project structure, approaches, and components of work in partnership with the Principal Investigator. • Experience with project management software and google suite. CRPE is a mac-environment that primarily uses AirTable, Slack, and Zoom for collaboration as we are a mostly remote organization.
Working Environment	<ul style="list-style-type: none"> • CRPE offices are located in Seattle, Washington, but CRPE welcomes remote applicants from anywhere in the United States • Ability to work evening and weekend hours, as necessary, on short or limited notice • Must be available for occasional travel to conferences and meetings • Activities are performed in an environmentally controlled office setting subject to extended periods of sitting, keyboarding and manipulating a computer mouse • Regular activities require ability to quickly change priorities • Ability to clearly communicate verbally, read, write, see and hear to perform essential functions
Department Statement	<p>ASU’s Mary Lou Fulton Teachers College creates knowledge, mobilizes people, and takes action to improve education. Nationally recognized as a leader in teacher preparation, leadership development and scholarly research, Mary Lou Fulton Teachers College prepares over 7,600 educators annually. MLFTC faculty create knowledge by drawing from a wide range of academic disciplines to gain insight into important questions about the process of learning, the practice of teaching and the effects of education policy. MLFTC mobilizes people through bachelor's, master's and doctoral degree programs, through non-degree professional development programs and through socially embedded, multilateral community engagement. MLFTC takes action by bringing people and ideas together to increase the capabilities of individual educators and the performance of education systems.</p> <p>Aligned with ASU’s commitment to justice, equity, diversity and inclusion, MLFTC is committed to advancing systemic equity in our curricula, programming and institutional relationships. The college’s core value of Principled Innovation connects individual decision making to the pursuit of systemic equity.</p>
ASU Statement	<p>Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 80,000 students in metropolitan Phoenix, Arizona, the nation's fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.</p> <p>ASU is a tobacco-free university. For details visit www.asu.edu/tobaccofree</p> <p>AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.</p>

	<p>Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will be considered without regard to race, color, sex, religion, national origin, disability, protected veteran status, or any other basis protected by law.</p> <p><u>Notice of Availability of the ASU Annual Security and Fire Safety Report</u> In compliance with federal law, ASU prepares an annual report on campus security and fire safety programs and resources. ASU's Annual Security and Fire Safety Report is available online at https://www.asu.edu/police/PDFs/ASU-Clery-Report.pdf. You may request a hard copy of the report by contacting the ASU Police Department at 480-965-3456.</p> <p>Relocation Assistance – For information about schools, housing child resources, neighborhoods, hospitals, community events, and taxes, visit https://cfo.asu.edu/relocation-services.</p>
<p>Employment Verification</p>	<p>ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.</p>
<p>Background Check Statement</p>	<p>ASU conducts pre-employment screening for all positions which includes a criminal background check, verification of work history, academic credentials, licenses, and certifications. Employment is contingent upon successful passing of the background check.</p>
<p>Instructions to Apply</p>	<p>Application deadline is 3:00PM Arizona time on the date indicated.</p> <p>Please include all employment information in month/year format (e.g., 6/88 to 8/94), job title, job duties and name of employer for each position.</p> <p>Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.</p> <p>ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.</p> <p>Only electronic applications are accepted for this position. #86295BR</p>