POSITION DESCRIPTION

Position Title: Postdoctoral Researcher
Status: Temporary (full-time, two-year contract)
Report to: Associate Vice President, Research and Policy Analysis

About the Position: Under the general direction of the Associate Vice President, Research and Policy Analysis (AVP/R), you will work as a social science researcher for the Understanding PhD Career Pathways for Program Improvement Project (Mellon Foundation grant #31600612 and NSF/DGE grant #1661272). The project involves a large-scale data collection effort of career preferences and outcomes of doctoral students and alumni. You will work primarily with AVP/R and Education Research Analyst in producing and disseminating original research based on the project data. This will entail: operationalizing research questions, performing review and synthesis of relevant literatures, proposing and executing appropriate statistical approaches, and summarizing findings into conference proposals, manuscripts, and briefs. You will also have opportunities to work on other projects as assigned by AVP/R.

This is a full-time, two-year contract position starting on July 1, 2019. You will be based at the CGS office in Washington, D.C. Additional professional development opportunities, including participation in academic conferences, may be available. The position offers the annual salary of $70,000 plus health insurance and paid sick and annual leaves. No other benefit is offered and CGS does not provide relocation assistance.

Selection Process: Initial screening for this position will be based on the following three materials:

• Letter of interest (no longer than two pages) that articulates:
  o Your passion for a role of higher education, particularly for master's and doctoral education, as a vehicle for promoting more just and inclusive society;
  o Your familiarity and experience in graduate education administration;
  o Your interests in pursuing studies of graduate education;
  o Your character as a highly motivate professional who can work with minimal supervision, organized, and detail-oriented;
  o Your ability to work effectively and collegially in a team environment;

• Abbreviated CV (no longer than two pages) that represents:
  o That you will have an earned doctorate no later than July 1, 2019, preferably in a relevant field (e.g., higher education, sociology, public policy, etc.);
  o If any, your prior work experience with a graduate college/school;
  o Your prior training in social science research methodology, particularly in advanced quantitative methods; and
  o Your proficiency in MS Office products, one or more statistical software packages.

• Writing sample (no longer than six pages) that demonstrates:
  o Your ability to communicate effectively in writing;
  o Your ability to critically, analytically, and creatively approach social science research questions.
  o Your subject matter knowledge in graduate education, preferably on career diversity of PhD graduates.

For full consideration, you should submit these materials as one PDF file on or before the close of business on Tuesday February 19, 2019. Selected applicants will be invited to the next phase of screening, which will be based on in-person or virtual interviews, as well as letters of recommendation.

Informational Interviews: For questions about the position, you may request informational interviews with AVP/R via e-mail at hokahana@cgs.nche.edu. In requesting informational interviews, please DO NOT send your CV or any other application materials.

EOE/AA. All qualified applicants are encouraged to apply.