



Research Assistant (Part-Time)

Reports To: Senior Director of Research & Evaluation

Schedule: 24 hours a week, 2 in-office days, 1 remote

Compensation: \$26/hour

Status: Part-Time Employee

About Summit Education Initiative (SEI)

At SEI, we believe every child in Summit County deserves the opportunity to thrive. We bring together schools, families, students, and community partners to improve outcomes across the cradle-to-career continuum. From kindergarten readiness to postsecondary success, our work helps young people reach key life milestones and build pathways to economic mobility.

We are conveners, problem-solvers, and equity champions. Together, we break down barriers, align strategies, and ensure that family and student voices are at the center of systems change.

About the Position

SEI is seeking a highly motivated and intellectually curious Research Assistant to support the Research and Data team. This position is ideal for a graduate student with strong research skills who is interested in education systems, public policy, evaluation, and data-informed decision-making. This role goes beyond administrative research support. The Research Assistant will help SEI stay ahead of emerging research, policy shifts, and evidence-based practices by conducting literature reviews, synthesizing findings, and translating research into actionable insights for community partners.

Candidates selected for an interview will be asked to complete a brief skills exercise and submit a writing sample.

Responsibilities and Duties

Research & Trend Analysis

- Conduct comprehensive literature reviews across peer-reviewed journals, policy briefs, government publications, and national research organizations
- Synthesize findings into concise briefs, memos, and presentation-ready summaries
- Monitor emerging research, policy developments, and evidence-based trends related to:
 - Early childhood and school readiness
 - K–12 systems change
 - College and career readiness
 - Economic mobility
- Identify innovative practices and national models relevant to SEI's transition-point framework and community strategy

Data & Evaluation Support

- Conduct basic statistical analyses using Excel, SPSS, R, or similar software
- Apply appropriate statistical tests aligned with research questions and variable measurement
- Support data cleaning, organization, and documentation
- Contribute to program evaluation projects and research briefs

Writing and Communication

- Contribute to written reports, dashboards, research briefs, and public-facing summaries
- Support the preparation of materials for partner meetings and Peer Learning Networks
- Translate complex research findings into accessible language for cross-sector audiences

Team Support

- Provide day-to-day assistance to the Research and Data team
- Assist with project coordination and documentation
- Support SEI's broader strategic initiatives as needed

Qualifications and Experience

- Bachelor's degree in Social Sciences, Education, Public Policy, Statistics, Sociology, Economics, or related field
- 1–3 years of research, evaluation, or data experience

Skills and Attributes

- Strong ability to analyze and synthesize academic research
- Demonstrated experience conducting literature reviews
- Basic proficiency in statistics and quantitative analysis
- Experience with qualitative analysis
- Strong writing skills with the ability to translate research into practical insights
- High attention to detail and organizational skills
- Ability to work independently and manage deadlines
- Interest in education systems change, community impact, and equity-driven work
- Knowledge of the Summit County education landscape is a plus but not required.

Application and Interview Process

Interested candidates should submit the following materials:

1. A current resume or CV
2. A brief cover letter (1 page maximum) describing:
 - Your interest in education systems, research, or policy work
 - Your experience conducting literature reviews or research synthesis
 - Your familiarity with basic statistical analysis
3. A writing sample (3–5 pages), preferably demonstrating research synthesis, data analysis, or policy-related writing

Application materials should be submitted as a single PDF to:

Cynthia Sommers

Senior Director of Research and Evaluation

csommers@seisummit.org

Applications will be reviewed on a rolling basis until the position is filled.

Interview Process

The selection process will include:

Round 1: Initial Screening Interview (~30 minutes, virtual)

A conversation focused on your research experience, academic background, and interest in SEI's work.

Round 2: Skills Exercise + Interview (~60 minutes, on-site)

Selected candidates will complete a brief skills exercise in advance of the interview. This may include:

- Reviewing and synthesizing a short research article or dataset
- Interpreting basic statistical output
- Drafting a short research memo

During the interview, we will discuss your approach to the exercise and your analytical thinking process.

Finalists will be asked to provide references.

We are committed to an inclusive and transparent hiring process. If you need any accommodations during the application or interview process, please let us know - we're happy to work with you.

Equal Opportunity Employer

SEI is proud to be an Equal Employment Opportunity and affirmative action employer. We celebrate diversity and do not discriminate based on race, religion, color, national origin, sex, sexual orientation, age, veteran status, disability status, gender identity, or any other applicable characteristics protected by law.