

The IEA (International Association for the Evaluation of Educational Achievement) is an independent, nonprofit research organization. We conduct international and national large-scale comparative studies of educational achievement and other aspects of education, with the aim of gaining in-depth understanding of the effects of policies and practices within and across systems of education. At the IEA Hamburg over one hundred specialists are involved in managing the different tasks of a study ranging from sampling to data analysis. Our experts also provide a wide array of services related to international and national surveys and assessments.

We have an immediate opening for a full-time (40 hrs/week)
Project Team Member (f/m/d)
for preparation of Data, Instruments and Seminars
to support our International Studies Unit

The IEA Hamburg's International Studies Unit (ISU) leads or contributes to international large-scale assessments and surveys in education as well as related activities and services to the IEA membership and a broad range of partners and clients. The unit's main activities include study and project management, development work (e.g., frameworks and instruments), field operations, data collection systems, data management and processing, related training and capacity building, and reporting.

Your tasks:

- Management of the receipt of national study materials and conduction of first quality checks of national datasets
- Documentation and evaluation of national deviations from international instruments
- Adaptation of the national data deviations to the international data structure
- Transfer of internationally used questionnaires into online-format
- Verification and adaptation of national questionnaires (paper and online)
- Preparation of and involvement in Data Management Seminars
- Data processing of national data sets for all international studies
- Implementation of quality control and data send outs

Your profile:

- A diploma/master degree or equivalent preferably in education or social sciences
- Very good knowledge of the MS-Office package (Word, Excel, PowerPoint, Access)
- Excellent written and oral knowledge of English
- Experience in handling databases (e.g., MS Access) and large data files desired
- Prior experience in the field of educational research desired
- Preferably knowledge of and experience with statistical software packages or programming languages (e.g., VBA, SQL)
- Good initiative and eagerness to learn
- Team spirit, reliability, accurateness and organizational skills

We offer an interesting and international work environment with excellent teamwork. You will be able to gain valuable job knowledge in the expanding working field of educational research. We offer regular but flexible working hours. You will have the possibility to work independently and have opportunities for professional development. The contract will be limited for an initial period of 2 years, but we are interested in a long-term working relationship.

Are you interested in this engaging and responsible position? Please submit your complete application (including your resume, relevant references and certificates, and your availability). We welcome applications via email at: bewerbung@iea-hamburg.de, subject: Project Team Member ISU (0500). For further information please contact: