

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 opening starting on 1 February 2019 for a full-time

Study Coordinator (f/m/d) as fill-in during maternity and parental leave

to support our International Studies Unit (ISU)

Your tasks:

- Monitoring schedules, time budgets, to-do lists, status and risk logs, milestones, deliverables, and time spent
- Handling day-to-day communication with and between countries, internal and external teams
- Coordinating the scheduling, preparation and documentation of internal and external meetings
- Administering study websites and communication platforms
- Coordinating the production and proof reading of manuals, guidelines, operational documents, progress reports, and technical reports in English

Your profile:

- Diploma or master degree or equivalent in education, social sciences, economy, business administration, or another area connected to project management at the international level
- Minimum of four years of professional experience, ideally including experiences in the field of large-scale surveys or similar international cooperation
- Profound project management knowledge, experience and certification, ideally including the implementation of international large-scale surveys or similar surveys in the social sciences
- Excellent communication skills in English, preferably one additional language
- Experience in communicating with varied audiences such as governmental agencies, researchers, and country representatives
- Knowledge and experience in producing or editing administrative and technical reports in English
- Knowledge and experience in administering collaboration platforms (e.g., Microsoft SharePoint, Confluence, Jira)
- Openness to travel to selected meetings internationally as necessary

A varied and responsible task awaits you: supporting international study directors and data managers in organizing people and groups so that they work together properly and well. The current emphasis in an international environment is on three external cooperation projects (OECD TALIS 2018, OECD TALIS Starting Strong Survey, and UNICEF Life Skills and Citizenship Education [LSCE]), and the two flagship IEA studies (TIMSS 2019 and PIRLS 2021).

You will have the opportunity to gain or sustain your professional experience in the expanding field of educational research, and contribute to high-quality international surveys. We offer flexible working hours and latitude for self-reliant work under the supervision of the unit heads for international studies and the respective project leads.

If you are interested, please submit your application via email to bewerbung@iea-hamburg.de, subject: "Study Coordinator (0403)".

For further information please contact:

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