

Educational Research Associate

Job Code: 8247

Salary Grade: S08

FLSA Status: Exempt

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Duties and Responsibilities

Responsible for supporting education research projects through data collection, data management, and collaboration with internal and external partners. This includes administering standardized assessments with children from birth through age 8, conducting classroom observations in early childhood settings, and contributing to high-quality research and evaluation efforts.

- Assists Project Director with project implementation and ensure adherence to research protocols.
- Administers and scores standardized child assessments and classroom observations; maintain certification and reliability on all required tools.
- Conducts field-based research including site visits, interviews, focus groups, and classroom observations with children, families, educators, and administrators.
- Collects, enters, verifies, and manages quantitative and qualitative data following approved protocols; assist with maintaining well-organized and accurate data systems across digital and physical platforms.
- Prepares and supports dissemination of project materials, including summary reports, descriptive and analytical reports, literature reviews, presentations, and other deliverables.
- Stays current on early childhood education research and child development literature; synthesize and share relevant findings with project and department.
- Builds and maintains effective working relationships with project staff, department staff and faculty, early childhood professionals, and community partners; actively participate in meetings and contribute to communication with stakeholders.
- Supports overall project success by assisting with operational and administrative tasks.
- Performs other duties as assigned

Minimum Qualifications

Education:

- Bachelor's degree in Early Childhood Education, Human Development, Child and Family Studies, Psychology, Education, or a related field

Experience:

- 2 year of experience in research, early childhood education, or social services, which may include direct work with children, program evaluation, data collection, or support roles in academic or community-based research settings

Certifications or Licenses:

- None

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Clear and professional written and verbal communication, including presenting research to diverse audiences.
- Understanding of basic research methods, including collecting and analyzing quantitative and qualitative data.
- Strong computer skills in Microsoft Excel, Access, Qualtrics, and other research data management program
- Proficient with virtual meeting and collaboration platforms (e.g., Zoom, Teams).
- Strong attention to detail in all aspects of data collection, entry, and reporting.
- Willingness and ability to travel, including occasional overnight trips.
- Strong interpersonal skills, especially when working with young children, families, program staff, and community members.
- Ability to protect sensitive data and follow research ethics, especially with children and families.
- Flexible and well-organized, able to adapt to changes and manage multiple tasks and deadlines.
- Analytical thinking and problem-solving skills.
- Ability to work independently as well as collaborate with others

Working Conditions

- Work takes place in a campus office, early childhood program setting, or other community sites (indoor and outdoor).
- Travel to schools, community centers, and partner sites across the state, as needed by project.



JOB DESCRIPTION

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- Occasional overnight travel may be necessary.
- Must be able to sit, stand, and move for extended periods during assessment and observation activities.
- Handles sensitive and confidential data, following strict privacy protocols.
- Requires flexibility in scheduling to accommodate assessments and team meetings.
- Work may involve periods of fast-paced or high-pressure environments.

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