**Educational Research Centre (ERC)**

**Vacancies for Research Assistant Posts**

* **(1) Research Assistant – International Assessments** (Trends in International Mathematics and Science Study, TIMSS) (permanent)
* **(2) Research Assistant – Drumcondra Online Testing System** (DOTS) (permanent)
* **(3) Research Assistant – Gaeltacht Recognition Scheme Evaluation** / **Irish language test development** (permanent)
* **(4) Research Assistant – General** (to fulfil a variety of purposes, both fixed-term and permanent).

**All** applicants should have an honours degree (1 or 2:1) in a relevant discipline (e.g., psychology, statistics, education, social science). It is **desirable** that candidates have a postgraduate degree in a relevant discipline (e.g., psychology, statistics, education, social science); experience of research (especially research involving large-scale studies, including liaising with schools and the statistical analysis of large-scale survey data); knowledge of the development of standardised tests; and/or a full driving licence.

**Salary Scale: €33,130 – €45,836**

**One or more panels will be formed from which future similar vacancies may be filled. The panels will remain in place for 12 months from the closing date for applications and may be extended for a further 6 months.**

*Appointments are made on either a fixed-term or permanent basis (depending on the ERC’s Programme of Work) subject to successful completion of a 6-month probation.*

It is anticipated that interviews will be held within two weeks of the closing date. Shortlisting will apply.

Applications **must** include:

* cover letter that describes how the applicant’s skills and experience meet the requirements for the post
* curriculum vitae
* names and contact details of two referees
* indication of which of the posts is being applied for (with applications for multiple posts possible): i.e. (1) TIMSS (2) DOTS (3) Gaeltacht and/or (4) General.

**Closing date: 5.00 pm, tuesday january 29, 2019.**

to: [*vacancies@erc.ie*](mailto:vacancies@erc.ie)

or by post: Vacancies, Educational Research Centre, DCU (St Patrick’s Campus), Drumcondra, D09 AN2F.

*(Emailed applications should generate an automated response – if you do not receive a response shortly after you submit your application, contact Patricia Gaffney at 01 837 37 89.)*

**Job Specification**

**Background**

The Educational Research Centre (ERC) was established as a Statutory Body in accordance with the Education Act (1998) in September 2015, but has been in existence since January 1966, and is located on Dublin City University’s (DCU) St Patrick’s College Campus in Drumcondra. Research is carried out at the request of the Department of Education and Skills or other agencies (e.g., NCCA or NCSE) and on the initiative of ERC staff. The ERC also provides an assessment service to the education system by, for example, developing and distributing standardised tests for use by schools. Further information is available on the ERC’s website at [www.erc.ie](http://www.erc.ie).

**The Posts**

Successful candidates will be assigned to one or more research, evaluation or test development projects in the ERC’s work programme.

*Appointments are made on a permanent or fixed-term basis (depending on the ERC’s Programme of Work) subject to successful completion of a 6-month probation period.*

**Required by all candidates (core requirements):**

* An honours degree (1 or 2:1) in a relevant discipline such as psychology, statistics, education, social science
* Statistical analysis skills (including proficiency in SPSS or similar)
* Good writing ability
* Good interpersonal and communication skills, especially the ability to liaise with schools and other educational institutions and/or bodies
* Good planning and organisational skills
* Good personal effectiveness, flexibility and problem-solving
* The ability to work both on own initiative and collaboratively

*and at least three of the following:*

* A post-graduate degree in a relevant discipline such as psychology, statistics, education, social science
* Experience of database management
* Experience of working in a research environment
* Knowledge of educational issues
* Knowledge of the construction and standardisation of psychometric tests.

A current full clean driver’s license and access to a car for occasional work-related purposes are desirable, but not essential, for **all** applicants.

**Desirable skills/experience by post:**

(1) TIMSS

* Previous experience in working on TIMSS or other large-scale international assessment of education.

(2) DOTS

* Previous experience in working on the ERC DOTS system or other large-scale online testing programme at primary/post-primary level.

(3) Gaeltacht / Irish language

* Good fluency in spoken Irish and high level of accuracy in written Irish.

(4) General

* Experience/knowledge of the Digital Strategy for Schools 2015-2020 and/or the Digital Learning Framework.
* Previous experience in working on programme evaluation in an educational context.

**Main Duties**

All successful candidates may be expected to:

* Assist with general administrative work related to projects (e.g. liaison with schools and other agencies/bodies)
* Prepare or adapt instruments (e.g., tests, questionnaires) to be used in projects
* Assist in the management of databases
* Attend meetings (possibly occasionally abroad) and liaise with external agencies in relation to assigned projects
* Conduct literature searches and reviews
* Conduct data processing and data coding activities under supervision
* Conduct statistical analysis (e.g., using SPSS, HLM, MPLUS) under supervision
* Assist in report writing
* Undertake any other duties as may be assigned from time to time.

**Salary Scale: €33,130 – €45,836**

Appointments will be made on the Research Assistant Scale to the Public Sector at a point in line with current Government Pay Policy, with new entrants commencing at the first point of the scale.

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**The ERC provides a flexible, dynamic and challenging working environment and is an equal opportunities employer.**