

**CLEVELAND STATE UNIVERSITY**  
**PROFESSIONAL STAFF JOB DESCRIPTION**

**JOB TITLE:** POST-DOCTORAL FELLOW

**DEPARTMENT:** CENTER FOR URBAN EDUCATION

**JOB CODE:**

**FLSA STATUS:** EXEMPT - PROFESSIONAL

**SALARY GRADE:**

**ORIGINAL DATE ISSUED:** 10/2014

**DATE OF LAST REVISION:**

---

**REPORTS DIRECTLY TO:** DIRECTOR, CENTER FOR URBAN EDUCATION

**FUNCTION:** Under the oversight of the Director, the Post-Doctoral Fellow will leverage the resources and partnerships of the Center for Urban Education to support its collaborative, interdisciplinary mission while advancing a program of research that aligns with the Center's mission. This is a two-year professional staff position.

**RESPONSIBILITIES:**

The performance of the duties outlined below must be carried out within the mission of the University: to help create an effective learning environment for students; to treat all persons with dignity and respect; and to actively demonstrate an attitude of willing service and teamwork.

1. Assists Center staff with active projects funded by grants. Participates in implementation and ongoing development of active projects, partnerships, and work that further the Center's mission and establish the Center as an organizational and technical resource.
2. Provides planning assistance and participates in developing analyses and methodology for projects and reports.
3. Assists Center staff with grant proposal submissions.
4. Assists Center staff in cultivating partnerships within the community and with faculty and staff.
5. Conducts research and scholarship that is aligned with the Center's mission, leading to manuscript submissions, publications, and potential grant proposals.
6. Performs other functionally related duties as assigned.

**MINIMUM QUALIFICATIONS:** Earned doctorate in a field of education, human services, or social sciences by starting date; record of published research in an area of K-12 urban education; experience teaching or providing professional services in K-12 settings.

**PREFERRED QUALIFICATIONS:** Experience with development of grant proposals and evaluations of grants; experience with intervention or evaluation research using quantitative, qualitative, and mixed methods; experience conducting research at both the K-12 and post-secondary level.

**STARTING DATE:** JUNE, JULY, OR AUGUST 1, 2015

**ENDING DATE:** JUNE, JULY, OR AUGUST 1, 2017

**APPLICATIONS:** To apply, please submit an application online at: <https://hrjobs.csuohio.edu/>

**SALARY:** Commensurate with experience and qualifications. Twelve-month professional positions include a competitive benefits package.

Offer of employment is contingent on satisfactory completion of the University's verification of credentials and other information required by law and/or University policies or practices, including but not limited to a criminal background check.

Over the past four years, the Center has established a strong foundation of funded projects at the federal, state, and local level, including grants awarded by the National Science Foundation, National Institutes of Health, Ohio Department of Education, The Cleveland Foundation, St. Luke's Foundation, and the U.S. Department of Education. Based on a partnership with the Cleveland Metropolitan School District, the Center serves as the R&D Arm of the Campus International School, a professional development school located on campus. Recently authorized as a World International Baccalaureate (IB) School, Campus International is enrolling students in kindergarten through fifth grade, with the goal of becoming a K-12 school. The CSU campus is also the site for MC<sup>2</sup>STEM High School. For information about the Center, please visit the website at: <https://www.csuohio.edu/cehs/cue/cue-center-for-urban-education>