



An Invitation to apply for the position of  
**Policy and Research Assistant**  
Collaborative for Academic, Social, and Emotional Learning  
Chicago, Illinois  
February 2021

The Collaborative for Academic, Social, and Emotional Learning is seeking a full-time Policy and Research Assistant. This role will work with the champions of the SEL field at CASEL, while working to ensure equitable education outcomes for every child.

Reporting to the Director of Evaluation Research, the Policy and Research Assistant will join our Policy and Research teams to support CASEL in measuring, tracking and speaking to the reach and impact of its services and tools on state-level SEL strategy and practice. The Policy and Research teams collaborate on conducting the CASEL State Scan and evaluating the CASEL Collaborating States Initiative (CSI) – both standing services that serve to codify and track high-quality SEL policy across states.

The Policy and Research Assistant will:

- Support [CASEL's State Scans and Policy Research activities](#) including our collaboration with Ed Trust,
- Support CASEL's evaluation of state progress related to the [CASEL Collaborating States Initiative](#), including development and application of a rubric to assess state progress,
- Identify state examples of resources and tools for, and help organize and maintain the [State Resource Center](#).
- Organize and conduct state scan activities
- Assess and summarize findings, and conduct interviews with state personnel
- Review standards, policies, and guidance found on state webpages
- Analyze federal policies designed to promote SEL
- Work directly with CASEL's Research Team in order to advance organizational learning and improvement, based on our findings from analysis of state-level policies and data.
- Support development of CASEL's tools and resources for policy makers in all 50 states
- Support development of reports and briefs
- Perform other related duties and participate in special projects as assigned.

The ideal candidate for this position will have strong interest and experience in policy and policy research. They will have strong grounding in social emotional learning, education, child psychology, or related fields, and experience supporting research studies (e.g., conducting interviews, coding, etc.). They will have strong communication skills, written and speaking. They will be committed to learning in order to be able to write and speak effectively about SEL, positive youth development, and/or related forms of developmentally appropriate, equity-focused educational practices. They will be comfortable working both independently (e.g., conducting scans and reviewing policy documents), and collaboratively as part of a team, and will possess leadership, project management, and strategic thinking skills.

## QUALIFICATIONS

CASEL seeks an individual who is highly motivated, strongly oriented towards collaboration, and is committed to CASEL's mission and to improving public education. The successful candidate will bring many of the following qualifications and personal attributes:

- Bachelors degree required; preferably in psychology, education or related field
- Minimum two years experience with projects related to the social behavioral sciences or education
- Demonstrated interest in research and the social-emotional development of children and youth, including enjoyment of research and writing, reading and analyzing long documents
- Well-developed analytical and conceptual skills
- Excellent oral and written communication skills
- Strong project management, organizational, and technology skills
- Ability to work both independently and as a member of a team
- Capacity and interest in studying and summarizing state documents and webpages independently
- Previous experience working on a research project is preferred, particularly policy research
- Familiarity with programs and/or policies to promote student social and emotional learning preferred
- The desire to work in a highly collaborative, entrepreneurial environment where taking initiative, working well in teams of internal and external colleagues, and perseverance in the face of challenges is a must.

This position is funded for one year and six months (18 months), and may be eligible for renewal, depending on grant funding. This is a full-time position, and includes the option for the employee to participate in CASEL's full-time benefits during the employment period.

The Collaborative for Academic, Social, and Emotional Learning is an equal opportunity employer. CASEL evaluates applicants for employment on the basis of qualifications, merit and work-related criteria without regard to race, color, religion, gender, national origin, age, sexual orientation, mental or physical disabilities, pregnancy, medical condition, marital status or any other characteristic protected by law. CASEL employs and values a diverse work environment.

To apply, please submit a cover letter (including interest in the position, relevant experience, and professional goals), CV, references, and a writing sample to [careers@casel.org](mailto:careers@casel.org) with the subject line: CASEL Policy and Research Assistant Application.