



Title: Summer Associate
Location: San Francisco, CA

Start Date: Flexible

Summary

MeasureED is looking for an impact-driven associate to become part of a small data management team during the critical summer period where we are implementing core data systems for schools to be ready for their first day in session with a fully documented and prepared solution. You will work with and be mentored by experienced team members on how to deliver professional data services remotely to schools across the nation. Our services are focused on student information systems that impact student outcomes and requires the transformation of school operations to succeed.

The Summer Associate will be expected to drive delivery in at least two key areas:

- 1) **Student Information System Implementation:** You will work with Client facing staff to collect requirements, configure systems and provide quality assurance for the overall solution and ensure that they are fully documented. By the time schools have started, you will have acquired a significant amount of experience on how information systems align and integrate into the core operations of a very wide range of schools.
- 2) **Impact Reporting:** Analyzing and reflecting on the impact of our work on schools is an important part of being the socially aligned company that we aim to be. The Summer Associate will be responsible for creating a report and presentation by the end of their term that uses multiple measures to demonstrate the impact that our services have on different stakeholders within the school. The associate can expect to work directly with the founder of the company on this project where the final delivery will be a facilitated discussion with the internal team at the end of the associate's term.

Essential Duties and Responsibilities

Duties include the following (other duties may be assigned):

- Managing the build of a vast library of information with clear quality standards and deadlines.
- Interpret and transform operating policies of schools into practical everyday solutions.
- Influence others with thought leadership on the topic of impact.
- Maintain a service mindset that is aligned with outcomes.
- Prioritize and complete tasks in a way that is prepared, relaxed, focused and controlled.
- Manage change from start to finish.
- Maintain shared knowledge documentation.
- Work as part of a team to solve problems that lead to thoughtful recommendations.

Job Requirements

- 3 years of relevant education experience.
- Proficient in Microsoft Word, Excel and macOS.

Ideal Candidate Attributes

- You are ready to impact education. (We believe in a higher purpose)
- You love to teach. (We teach schools to fish)
- You come ready to learn. (We are continuously improving)
- You are a people person. (We serve personalities of all types)
- You have a bias towards action. (We are very hands on and value outcomes)
- You can find peace in ambiguity. (We facilitate change)
- You dream of spreadsheets. (We love Excel and sometimes Google Sheets)
- You know yourself. (We all have strengths AND weaknesses)



Application details

To apply, submit your resume and a cover letter describing why this position is a good fit for you to jobopportunity@measureeducation.com.

About Measure Education

Measure Education is a team of educators that work with schools across the nation to improve their operations and student outcomes through transformational projects focused on the management of data. Our team works with school leadership to bridge the gap between what information system vendors build and the outcomes that schools aim to achieve with them.

We make school data manageable.

Our Core Ideology

Our purpose: Measure Education aims to continuously improve outcomes for students.

We value:

- Success through outcomes
- People centric systems
- Passionate and effective teaching
- Lifelong Learning