



Education Innovation **Project Manager**

The [Open Design Studio](#) at Duke is looking for a project manager to help plan and execute a virtual professional learning program for K-12 educators called the Open Design Academy. The Open Design Academy, a collaboration between the Open Design Studio and the North Carolina Department of Public Instruction, will train educators in open design, an equity-centered innovation process.

We are looking for a graduate or advanced undergraduate student to help with **overall project management** including: **logistics and administrative support** (recruitment and registration of educators, setting up Slack communication channels, organizing online resources and learning modules); **program evaluation** (administer and analyze survey results); **website design** (create a simple WordPress site to house learning modules and learning resources); **communications** (maintain clear and transparent communication channels between Open Design Academy leads and participants via Slack).

Position details:

- Approximate dates of work are September 1 - December 3, 2021
- \$15/hour
- Approximately 10 hours per week

We are hoping to find someone who:

- Has a passion for promoting education equity and innovation
- Demonstrates a high level of professionalism and is a superb communicator
- Loves organization and beautiful execution of complex projects
- Has solid experience using Slack and setting up and analyzing Qualtrics surveys
- Has experience designing WordPress websites
- (Huge plus experience: creating engaging data visualizations and digital storytelling)

If you are interested in applying for this position, please send (1) a brief statement about your experience and interests and why they are a great fit for this role and (2) your resume to **Aria Chernik**, Open Design Academy Co-Lead, at aria.chernik@duke.edu.

Priority review of applications will begin on Friday, August 20.