



## **JOB DESCRIPTION**

### **Postdoctoral Associate**

### **Talent Identification Program**

#### **General Summary:**

The Duke University Talent Identification Program (Duke TIP) is a nonprofit organization dedicated to serving academically gifted and talented youth in grades four through twelve. Each year, Duke TIP enrolls nearly one hundred thousand new students in its talent searches through above-level testing, recognizes them for their achievements, and provides them with a variety of enrichment benefits. TIP offers accelerated face-to-face and online educational programs to more than eight thousand students each year. For more information about Duke TIP, please visit: <https://tip.duke.edu/>

#### **Occupational Summary:**

Duke University Talent Identification Program is seeking a two-year Post-Doctoral Fellow to assist the TIP Research Department in work defined below. This position will begin August 1, 2019 and end July 31, 2021. All interested applicants must apply by **Friday, January 28, 2019**. To apply directly please use this URL: <https://academicjobsonline.org/ajo/jobs/13038>

#### **Work Performed:**

The TIP Research Associate will assist the TIP Research Department in the following work researching academically talented students using advanced quantitative analysis and open science principles:

- Perform a variety of technical duties involved in conducting psychological/educational studies to obtain data in support of research-oriented activities; compile and/or document procedures and results
- Compile, analyze, document, and draw tentative conclusions from research results
- Analyze existing data and report/write results of research studies for publication
- Review methods manuals, scientific journals, and other literature for information applicable to research and write scholarly literature reviews
- Write reviews of relevant literatures, academic journal articles, and summaries of research findings for the public (non-researchers)
- Coordinate the preparation of reports and analyses showing progress, adverse trends, and appropriate recommendations or conclusions
- Serve as a consultant for other TIP divisions (e.g., course evaluations, assessment)
- Help supervise Duke undergraduate students involved in TIP research
- Prepare grant proposals
- Recommend new methods for collection and documentation of data; write and revise procedural manuals as required

#### **Education/Training:**

- Doctoral degree in psychology, educational psychology, gifted education, or related field

#### **Experience:**

- Experience publishing in scholarly journals
- Experience working with secondary and longitudinal datasets

#### **Knowledge, Skills& Abilities:**

Familiar with research in talent development and gifted education, educational psychology, or psychology conducting original research (literature review, design studies, data interpretation, reports); using advanced quantitative data analytical procedures/software tools.

Duke University is an Affirmative Action/Equal Opportunity Employer committed to providing employment opportunity without regard to an individual's age, color, disability, gender, gender expression, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, or veteran status. Duke aspires to create a community built on collaboration, innovation, creativity, and belonging. Our collective success depends on the robust exchange of ideas—an exchange that is best when the rich diversity of our perspectives, backgrounds, and experiences flourishes. To achieve this exchange, it is essential that all members of the community feel secure and welcome, that the contributions of all individuals are respected, and that all voices are heard. All members of our community have a responsibility to uphold these values. Essential Physical Job Functions: Certain jobs at Duke University and Duke University Health System may include essential job functions that require specific physical and/or mental abilities. Additional information and provision for requests for reasonable accommodation will be provided by each hiring department.