

Sample Projects in Education Management

Job Number 161

Job Title OESI Quality Care Initiative

Client Office for Education and Special Initiatives (OESI), National Cancer Institute (NCI)

Project Description

Provided consultation to OESI for the development of a process to identify NCI research projects in the development phase that are ready for dissemination through education products and programming.

Job Number 152

Job Title Environmental Scan

Client Office for Education and Special Initiatives (OESI), National Cancer Institute (NCI) with the Division of Applied Human Technologies at ORC/Macro International

Project Description

Conducted an environmental scan to determine priorities for content development by OESI. Synthesized data into priorities and supporting rationale for the selection of high priority content areas, theoretical approaches, and target audiences.

Job Number 145

Job Title Grant Writer

Client Calvert County Public Schools

Project Description

Scanned for opportunities, communicated with supervisors, teachers, and administrators about potential funding opportunities, identified contacts for strategic partnerships, wrote grants, and provided technical assistance to educators and administrators.

Job Number 122

Job Title Customer Satisfaction Review

Client Social and Health Services/ORC/Macro International

Project Description

Interviewed Safe Schools/HealthyStudents' school-based grant coordinators by telephone to determine how they were using Safe Schools communications products and where technical assistance could be most productive. Created a summary report detailing findings and recommendations.

Job Number 118

Job Title Career Connections Employer Involvement Project

Client Annapolis and Anne Arundel County Chamber of Commerce

Project Description

Promoted employer involvement in career exploration activities at Anne Arundel County Public Schools. Analyzed the needs of the educators and employers and created a set of tools to help employers and educators organize activities within the framework of career clusters. Developed resource manuals to

Price Project Management and Implementation

Core Competencies

provide partners with a common library of materials.

Job Number 121

Job Title Communications Consulting to Smaller Learning Communities Grant Program

Client Anne Arundel County Public Schools

Project Description

Wrote articles for the Annapolis and Anne Arundel County Chamber of Commerce newsletter, developed logos and marketing materials, web site design and content, and tools for working with internal and external partners; and initiated outreach to business and community leaders.

Job Number 113

Job Title Equipped for the Future

Client National Institute for Literacy

Project Description

Edited the Equipped for the Future Facilitator's Guide to Certification. Created a manual for Sponsoring Organizations whose staff would be in process of working toward Certification.

Job Number 96

Job Title How Community Colleges Can Use Retail Skills Standards

Client National Skill Standards Board

Project Description

Researched and wrote article published in Catalyst: The Journal of the National Council for Continuing Education and Training to help community college staff understand how skill standards could improve program quality.