



Quantitative Research Intern – 21C Out-of-School Project

About the Organization

Research for Action (RFA) seeks to use research as the basis for the improvement of educational opportunities and outcomes for traditionally underserved students. Our work is designed to strengthen public schools and postsecondary institutions; provide research-based recommendations to policymakers, practitioners and the public at the local, state and national levels; and enrich the civic and community dialogue about public education.

Location of the Internship*

This is an on-site internship position at RFA's headquarters, at 100 South Broad Street, Suite 700, Philadelphia, PA 19110. In case RFA's offices remain closed, this internship may be offered remotely. To be considered for remote internship, interns must meet tech requirements described in Other Requirements section below.

Project Description

RFA is the local evaluator for seventeen 21st Century Community Learning Centers (21st CCLCs). As the local evaluator, RFA produces mixed-methods reports that examine the implementation of the 21st Century programs and outcomes related to student attendance, academic achievement, and behavior. In addition to quantitative evaluation report requirements, RFA conducts observations, interviews, and focus groups to develop snapshots of out of school time (OST) program quality for formative purposes.

Intern Role

RFA is currently seeking 2 quantitative interns to join our 21C team. Interns on this project will work with the quantitative team to clean and analyze 21st Century program participation, school outcome, and survey data. Duties include: data cleaning, merging, and analysis using the statistical software, Stata, as well as internal analytic memo writing. Training in Stata is provided.

Intern Tasks

- Cleaning data (estimated 70% of time)
- Description Data Analysis (estimated 20% of the time)
- Drafting analytic memos (estimated 10% of time)
- Other research tasks, as needed

Skill Sets and Experience

The intern for this project must be organized, curious, detail-oriented, and have strong writing skills. We are seeking candidates that possess experience or coursework related to quantitative research. Prior experience using Stata, or another statistical software package, is preferred but not required.

Other Requirements*

If working remotely, we require that you have access to a personal computer with an up-to-date Mac or Windows operating system, up-to-date antivirus software, a functional webcam and microphone, and a stable internet connection at your residence.

Hours Per Week: 15-20 hours per week. Maximum of 20 hours.

Other Information

- For this position, interns not receiving work-study will be paid \$8.00/hr.
- Only complete applications including Resume & Cover letter will be taken into consideration for the internship hiring.
- At the time of application, must be actively enrolled in an accredited college or university, as a sophomore, junior, senior or graduate student in good standing. Students might be eligible for continuation of their internship after graduation.
- Summer internships run from May-September.
- Exact start and end dates are based on the needs of the project and the availability of the intern.
- Applications will be considered on a rolling basis until all positions have been filled.
- Research for Action qualifies for work-study and PHEAA. Interns may also be eligible for course credit.
- If hired, a Form I-9, Employment Eligibility Verification, must be completed at the start of employment (reference page 3 of the I-9 Form for acceptable forms of ID).
(<https://www.uscis.gov/system/files/force/files/form/i-9-paper-version.pdf>)
- If hired, please note that RFA will require a technology check of your remote system to ensure your working environment is compatible with ours.

Research for Action is an Equal Employment Opportunity Employer that is committed to building a culturally diverse staff. We strongly encourage applications from candidates of all backgrounds.