



# Pennsylvania Clearinghouse for Education Research (PACER) and Allegheny County Education Researcher (ACER) Policy Internship

## 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. We conduct culturally-responsive and equity focused research and evaluation studies to inform policymakers, practitioners, philanthropy, and the public at local, state, and national levels.

## Internship Location

RFA's main office, located at 100 S. Broad St., Suite 700, Philadelphia, PA 19110, is currently closed due to the COVID19 pandemic. Despite this recent event, RFA is providing a challenging, high-quality, and meaningful remote internship experiences for our students.

To be considered for remote internships at RFA, interns must meet the tech requirements described in the Tech Requirements section below throughout the entire duration of the internship.

## Project Description

The Spring 2022 P/ACER Policy intern will support RFA's policy-oriented projects grounded in Pennsylvania and Allegheny County. This is a remote position with potential monthly in person meetings with supervisor and stakeholders in the Philadelphia or Pittsburgh area. The Pennsylvania Clearinghouse for Education Research—or PACER—is designed to inform state education policy discussions through rigorous, objective research; regular policy briefs; and research-based commentaries in leading media outlets statewide. The Allegheny County Education Research (ACER) project provides robust, timely, and actionable independent research and analysis to inform educational policy and practice in Allegheny County public schools.

## Intern Role

The P/ACER policy intern will support project staff conducting research activities for upcoming PACER and ACER policy briefs. This includes conducting literature reviews, scanning policies, and drafting analytic memos on pressing educational policy issues that relate to the state of Pennsylvania and Allegheny County. Research topics may include school finance, enrollment patterns, educational opportunities, teacher workforce and other topics related to educational equity. The P/ACER intern will also contribute to descriptive data analysis on timely policy related research. There will be opportunities to assist in dissemination of research and strategic event planning.

## Intern Tasks

- Conducting Literature Review – 30%
- Descriptive Data Analysis – 20%
- Policy Scans – 30%

## Required Skill Sets and Experience

Experience conducting literature and policy scans. Familiar with Microsoft Excel.

## Preferred Skill Sets and Experience

Quantitative analysis using STATA and Excel, data cleaning, and research writing. Interest in qualitative and/or quantitative research. Experience working with administrative or publicly available data. Understanding of education policy issues in Pennsylvania, Philadelphia, and/or Allegheny County.

## Time Commitment

maximum of 20h per week

## Tech 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. If hired, RFA will require a technology check of your remote system to ensure your working environment is compatible with ours.

## Application

Review of applications will begin immediately and will continue until the position is filled, with an anticipated start date 01/10/2022.

Please use this link to apply: <https://app.smartsheet.com/b/form/b5f534e141964e94ae2af8f4632edff3>

## Other Information

- Spring internships run from January through May.
- Target Start Date: **01/10/2022**; Target End Date: **05/27/2022** The exact dates are based on the needs of the project and the availability of the intern. 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.
- Applications will be considered on a rolling basis until all positions have been filled.
- 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.
- Research for Action qualifies for work-study and PHEAA. Interns may also be eligible for course credit.
- Interns **might** participate in fieldwork to collect data for the project. Interns will need the following clearances, **if** asked to participate in data collection: Child Abuse, State Criminal Record, FBI/Fingerprints, in order to conduct fieldwork. It is desirable for applicants to already have clearances, but RFA will reimburse for and assist interns in getting clearances if necessary.
- 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](https://www.uscis.gov/system/files_force/files/form/i-9-paper-version.pdf))

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.