



## Postsecondary Policy Intern

### 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.

### 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 continuing to provide challenging, high-quality, and meaningful internship experiences for our students. Should our main office reopen following state and local public health guidance during your Summer 2022 internship, you may be asked to complete the remainder of your internship by working in RFA's office.

To be considered for remote internships at RFA, interns must meet tech requirements described in Tech Requirements section below and **reside in the PA/NJ area** throughout the entire duration of the internship. At this moment RFA cannot offer internships to candidates outside of these two states.

### Position Description

The Gates Higher Education Funding Project (Gates-HEF) is a two-year qualitative research project funded by the Gates Foundation. Research for Action will explore a purposive sample of states with robust outcomes-based funding and enrollment models. In addition, the team will examine how state funding formulas can shift resources to colleges serving historically marginalized students.

The project is looking for an intern with experience conducting literature reviews, collecting publicly available data, and finding, interpreting, and summarizing policy and policy-related documents. Experience drafting interview protocols and surveys is preferred but not required.

### Required Skill Sets and Experience

- Training in research methods, including conducting literature reviews and policy scans, and analyzing data
- Knowledge of, or interest in, postsecondary policy contexts
- Comfortable working quickly and efficiently to meet deadlines and possesses the ability to work on multiple projects at once
- Enthusiastic about working collaboratively with staff at all levels of project teams
- Highly skilled in the use of software/programs across multiple platforms, including Microsoft Office

## 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.

## Other Information

- Summer internships run from June through August.
- Beginning and end 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 \$15.00 per hour. 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 this position has been filled.