



PACER Intern

About the Organization

RFA seeks to use research as the basis for the improvement of educational opportunities and outcomes for traditionally underserved and marginalized 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. We provide our partners with empirical evidence and recommendations they can trust, to guide decisions about programs, policies, and practices. We are passionate about the importance of high-quality education for strengthening students, families, and their communities and the need to advance racial and social justice in the systems that undermine equitable access and success. We believe that all students, families, and communities deserve the resources and supports needed to develop their potential and thrive.

Internship Location

RFA is currently providing challenging, high-quality, and meaningful internship experiences for students through a virtual engagement. To be considered for a remote internship, candidates must reside or have an address in the following states: Colorado, Georgia, North Carolina, New Jersey, New York, Pennsylvania, Virginia, and Tennessee. RFA cannot offer internships to candidates outside of these states.

Position Description

RFA's Pennsylvania Clearinghouse for Education Research ([PACER](#)) 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 using STATA for data analysis is preferred but not required. The intern will be asked to assist on multiple projects, including projects to examine trends related to school enrollment, staffing, and school finance in Pennsylvania.

Required Skill Sets and Experience

- Training in research methods, including conducting literature reviews and policy scans, and analyzing data
- Knowledge of, or interest in prek-12 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 20 hours per week

Tech Requirements

To be hired for RFA's remote internship opportunities, you must 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 early June to late 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.
- Candidates must be authorized to work in the United States.

To apply:

<https://app.smartsheet.com/b/form/bdd97c3d7870499895223e056bb841d5>