



Research Intern Job Description

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, with some opportunities for in-person work. To be considered for a remote internship, candidates must reside or have an address in the following states: Colorado, Maryland, North Carolina, New Jersey, and Pennsylvania. RFA cannot offer internships to candidates outside of these states. Candidates within commuting distance to Philadelphia are preferred and may be asked to support with in-person data collection.

Position Description

RFA seeks 3-4 interns with diverse methodological experience, including mixed-methods, quantitative, and qualitative experience. Where possible, the responsibilities of the internship will be responsive to the intern's interests and skills. Interns will support multiple research and evaluation projects. Intern responsibilities may include: conducting literature reviews, contributing to the development of research tools, collecting data, cleaning data, analyzing data, producing research products, and supporting research project administration.

Required Skill Sets and Experience

- Training in research methods, such as conducting literature reviews or analysis of data
- Knowledge of, or strong interest in, education
- Comfortable working quickly and efficiently to meet deadlines and 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

Preferred Skill Sets and Experience

- Experience in quantitative, qualitative, **or** mixed-methods data collection, cleaning, and analysis
 - Quantitative analysis: Experience using Stata or a similar statistical software to clean and analyze quantitative data
 - Qualitative analysis: Experience conducting qualitative field work (e.g. conducting interviews) and analyzing qualitative data
 - Mixed-methods: Experience blending quantitative and qualitative research methods
- Experience creating research tools, such as interview protocols or surveys
- Location in or near Philadelphia (for in-person meetings or data collection)

Time Commitment

Minimum of 10 and 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

- Internships run from early September 2024 to early May 2025, with a Winter Break cessation 12/16/24 - 1/10/25 and the option to continue the internship in Summer 2025 upon mutual agreement with RFA.
- For this position, interns not receiving work-study will be paid \$15.00 per hour.
- Only complete applications including a resume and cover letter will be taken into consideration. Please make sure your cover letter clearly describes your experience with and interest in qualitative, quantitative, **and/or** mixed-methods research.
- 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://forms.gle/m9wtfwcNyWn1MbgS8>