



The Global Standard in Public Service Education

PAID INTERNSHIP ANNOUNCEMENT

Higher Education Policy Intern Summer 2016

This is an exciting internship opportunity, ideal for a graduate student interested in higher education, program assessment, and policy analysis.

The Network of Schools of Public Policy, Affairs, and Administration (NASPAA) is a nonprofit association in Washington DC, dedicated to ensuring excellence in public service education and promoting the ideal of public service. We are a membership association of over 280 graduate education programs in public administration, public policy, and public affairs located across the US and around the globe. NASPAA is also the accreditor of master's degree programs in these fields.

NASPAA is seeking a master's student in fields such as public policy, public administration, education, or similar for an internship position for approximately 12 weeks during Summer 2016, starting as soon as possible. Students in master's or doctoral programs in related fields are also encouraged to apply.

Primary responsibilities are expected to include of the following:

- Creating a dashboard report of performance indicators from NASPAA's accreditation process.
- Working on the annual accreditation data report, NASPAA's public resource on school data and trends. Candidate will be expected to assist with cleaning, analyzing, and presenting data effectively, resulting in the final report. Last year's report can be viewed here:
<http://accreditation.naspaa.org/resources/data-on-accredited-programs/>
- Tracking MPA program success regarding public information requirements on their websites and building simple guidance tools to help programs to better display their information.

There are typically short additional projects if time allows regarding quality in public affairs education. The internship may also include occasional office duties and projects as assigned.

The individual selected for this position will assist the NASPAA staff in supporting and enhancing programs and services for the association's members; he or she will work directly with senior staff who will provide direction and supervision.

The intern/project assistant position will pay \$13-15 per hour, depending on experience and student status, and can be part time (15-20 hrs/week) or full time (40 hours/week). Fellowship arrangements for doctoral candidates will be considered.

QUALIFICATIONS

Applicants should have:

- Completed the equivalent of at least one semester of a master's or doctoral program in public policy, public administration, statistics, or a related field.
- Excellent quantitative and qualitative analysis skills, including cleaning data, drawing appropriate conclusions, and communicating data in a compelling manner.

- Strong writing skills, especially in presenting analysis and messages for public consumption.
- Strong facility with Microsoft Excel.
- An interest in public service education, higher education, and/or program evaluation.
- An understanding of the subject matter and values orientation of public affairs education and practice.
- A desire to work in a non-profit and academic-oriented setting and confidence in dealing with academics and government professionals.
- Academic coursework in program evaluation is a plus.

NASPAA is located in downtown Washington, one block from the McPherson Square Metro station and four blocks from the White House.

Application Deadline

The deadline is rolling. We will start considering applications immediately, but applications will be accepted until filled. The posting on publicservicecareers.org will be removed once the position is filled-- otherwise potential applicants should assume the position is still open. This internship is a time-limited position and does not include benefits. International students may apply if they possess a visa that permits them to work in the US. NASPAA is an equal opportunity employer.

Application Process

Please e-mail your **letter of interest and resume** to projectassistant1@naspaa.org, using the subject line "Application for Summer Policy Internship". A list of references will be required from candidates selected as finalists.

accreditation.naspaa.org/