



The Global Standard in Public Service Education

INTERNSHIP ANNOUNCEMENT

Paid Internship: Quality Assurance in Public Service Education Summer 2013

April 2013

This is an exciting internship opportunity that is ideal for a graduate student interested in public affairs education, higher education leadership, program assessment, and nonprofit management.

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 public policy, management, or administration for an intern/project assistant position for approximately 10-12 weeks during Summer 2013, starting in May or June. Students in master's programs in related fields, such as education or human resources management, are also encouraged to apply.

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.

Primary responsibilities are expected to include, depending on qualifications and interest:

Working on projects related to:

- The establishment of measureable outcomes for professional public service degrees, including assisting a task force of experts in their efforts to enhance scholarship and communications in this area.
- Enhancing the NASPAA website to display and organize best practice examples.
- Analyzing current practices in measuring outcomes, as presented by academic programs in their accreditation reports.

Assisting on projects related to:

- Surveying accredited programs about the value of accreditation and strategic priorities.
- Developing communications and policies regarding best practices for diversity planning. Working with partners to develop guidance to assist programs in their efforts to ensure a diverse faculty and student body and an inclusive environment.

There also may be 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 intern/project assistant position will pay \$12-14 per hour, depending on experience and student status, and can be part time (15-20 hrs/week) or full time (40 hours/week).

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QUALIFICATIONS

- Applicants should have completed at least one semester of a master's program in public policy, public administration, or public affairs. We will consider applications from individuals seeking graduate degrees in related fields appropriate for this position. International students may apply if they possess a visa that permits them to work in the US.
- Strong written and oral communication and interpersonal skills, especially skill in presenting and organizing messages on websites.
- Well-organized, a self-starter, and confident in dealing with academics and government professionals.
- An understanding of the subject matter and values orientation of public affairs education and practice.
- A strong interest in public service and public service education, and/or an interest in higher education or nonprofit management.
- Excellent qualitative analysis skills.
- A desire to work in a non-profit and academic-oriented setting.
- Academic coursework in program evaluation 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 review of materials will begin immediately and will continue until the position is filled. A limited number of applicants will be selected for interviews. This internship is a time-limited position and does not include benefits. 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 Internship - Quality". A list of references will be required from candidates selected as finalists.

www.naspaa.org