**Paid  Higher Education Policy and Data Intern—   Part-time**

**Fall 2019**

This is an exciting internship opportunity, ideal for a graduate student interested in higher education policy (including analysis of student loan debt and public service loan forgiveness), and higher education data collection and analysis.  The student chosen for this internship with have the opportunity to develop their policy analysis skills and real-world data analysis skills (including data visualization) at the intersection of higher education and public service.

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 300 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 10 weeks during Fall 2019, starting sometime in September.  Students in master’s programs in related fields, including data science, are also encouraged to apply.

**Primary responsibilities are expected to include:**

* Working with the Executive Director on the NASPAA policy issues project on student loan debt and public service loan forgiveness, including conducting policy analysis of different options and supporting a White Paper competition.
* Working with the Director of Innovative Teaching and Learning to collect & analyze NASPAA member data as needed. Candidate will be expected to analyze and present data effectively, resulting in a final report to NASPAA membership.
* Working on the “Public Service Indicators Project”, in which NASPAA is exploring building a recognition system for programs in each of four key areas highlighted by our Executive Council: Sustainability, Inclusivity, Civic Engagement, and Globalization. Candidate will be expected to work on the visualization of the chosen indicators and help develop the instructions for schools wishing to participate.



Additional projects depending on the applicant’s experience and interests could include: advancing communications on the value of NASPAA data, creating short one-page data briefs, following up with non-responders, creating infographics and other means of disseminating NASPAA data. 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 $15-18 per hour, depending on experience and student status, and will be part time (15-20 hrs/week). Doctoral candidates will be considered.

**Job Requirements**

**QUALIFICATIONS**

Applicants should have:

* Excellent quantitative and qualitative analysis skills, including cleaning data, identifying themes, drawing appropriate conclusions, and communicating data in a compelling manner.
* Completed the equivalent of at least one semester of a master's or doctoral program in public policy, public administration, education, or a related field.
* 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 data analysis.
* An understanding of the subject matter and values orientation of public affairs education and of higher education.
* A desire to work in a non-profit and academic-oriented setting and confidence in dealing with academics and government professionals.
* Academic coursework in data analysis 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](http://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 during Fall 2019. 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 Fall Higher Education Policy and Data Internship.”   A list of references will be required from candidates selected as finalists.  --