



The Global Standard in Public Service Education

PAID INTERNSHIP ANNOUNCEMENT

Internship – Global Higher Education and Accreditation: Vietnam and China Spring 2020

This is an exciting internship opportunity, ideal for a graduate student interested in global higher education, accreditation, or program evaluation.

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, or similar for an internship position for approximately 16 weeks during Spring 2020, starting in January. Students in master's or doctoral programs in related fields are also encouraged to apply.

Primary responsibilities are expected to include:

- Assist in the planning of NASPAA's March 2020 Accreditation and Pedagogy Event in Ho Chi Minh City, Vietnam. Facilitate invitations, track participants, and help plan logistics for a global 2-day accreditation workshop and pedagogy conference.
- Provide research and assistance regarding content development for accreditation workshops.
- Help select and prepare panelists interested in sustainable development goals and innovative pedagogy. Share information about the event through the website or other means. Follow up the event by cataloging lessons learned from participants.

Additional projects depending on the applicant's experience and interests could include: creating annual data reports, planning logistics and content for additional NASPAA events, or other projects related to accreditation.

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 \$14-16 per hour, depending on experience and student status, and will be part-time (15-20 hrs/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, or a related field.
- Demonstrated understanding of or experience with higher education in China, Vietnam, or other East Asia and Southeast Asia countries. Vietnamese or Mandarin language proficiency desired.

- Strong administrative capacity to track multiple aspects of event planning. Experience with global meetings a plus.
- High level of cultural competency in order to interact positively with academics from around the globe.
- Excellent communication and writing skills. Facility with web communications and social media.
- Capacity to research and propose solutions.
- An interest in public service education, higher education, nonprofit management, and/or program evaluation, and the values orientation of public service 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 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 Spring Global Internship". A list of references will be required from candidates selected as finalists.

naspaa.org/accreditation