

NASPAA Higher Education Data Internship — Paid, Part-time Summer 2020

This is an exciting *virtual* internship opportunity, ideal for a graduate student interested in higher education data collection and analysis. The student chosen for this internship will 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 Summer 2020, starting sometime in June. Students in master's programs in related fields, including data science, are also encouraged to apply.

Primary **job responsibilities** are expected to include:

- Analysis of NASPAA Data—the intern will do an analysis of the 2018-2019 annual data submitted by NASPAA member schools, an accreditation maintenance data report, and an update of the alumni survey. Their deliverables will be the Accreditation Data Report, slides to be used at this year's Annual Conference Lunch Presentation, cleaned excel files for download on the NASPAA website, and infographics to be used on the website and in the NASPAA Newsletter.
- Assist with the Admissions Directors Survey—the intern will make any necessary edits to the Admission Directors Survey and analyze the results of the survey. They will present the results at the virtual Admissions meeting July 9th.
- Undergraduate Committee Support—the intern will help support NASPAA's undergraduate committee in their assessment of the needs of undergraduate programs at NASPAA member schools.
- Alumni Survey follow up—the intern will send communications to principal representatives and career directors to encourage participation in NASPAA 2020 Alumni Survey.

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 \$15-17 per hour, depending on experience and student status, and will be part time (20-25 hrs/week). Doctoral candidates will be considered.

Job Requirements

NASPAA is currently working remotely. The intern chosen for this position will demonstrate they can be highly productive in a remote environment of virtual supervision by being responsive, self-motivated, and adaptable.

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.
- Demonstrated ability to work in a virtual environment.
- 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 analytics is a plus.

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. 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 Higher Education Data Internship." A list of references and a short example of data analytic writing for a class assignment will be required from candidates selected as finalists. --