



## Children's Literacy Internship

Spring 2019

### About the Organization:

Research for Action (RFA) is an independent, non-profit educational research organization that seeks to use research as the basis for the improvement of educational opportunities and outcomes for traditionally underserved students. With over two decades of experience, our work is designed to strengthen public schools and postsecondary institutions; provide research-based recommendations to policymakers, practitioners and the public at the local, state and national levels; and enrich the civic and community dialogue about public education.

### Project Description:

RFA is in its third and final year of conducting an evaluation of the Children's Literacy Initiative (CLI) Blueprint for Early Literacy. As part of this intervention, CLI provides teachers with a pre-kindergarten curriculum supplement as well as professional development training and content-focused coaching to educators. RFA's objective is to evaluate the impact of CLI's Blueprint for Early Literacy on pre-k achievement as well as on teacher knowledge and quality of instruction. It is a mixed-methods, quasi-experimental evaluation, conducted in two groups of early childhood education centers in Philadelphia: One is receiving the treatment and the other serves as the matched comparison group. In addition, the intern may contribute to other evaluation projects related to early literacy programs and interventions.

### Intern Role:

The intern will mostly perform quantitative and administrative tasks and might also have the opportunity to support qualitative work. The quantitative work will mostly be data entry and conducting data quality checks. The intern may also program surveys in Qualtrics, clean data, check code, and perform descriptive analyses in Stata. Administrative tasks include supporting project management and database management. Qualitative tasks include literature review and assisting in interviews and drafting memos. The intern may assist with other research and administrative tasks as needed.

### Intern Tasks:

- Conducting Literature Review (Estimated percent of time: 5%)
- Survey Programming (Estimated percent of time: 5%)
- Data Entry (Estimated percent of time: 20%)
- Assisting with Project Administration (Estimated percent of time: 15%)
- Drafting Analytic Memos (Estimated percent of time: 5%)
- Cleaning Data (Estimated percent of time: 5%)
- Assisting with Interviewing (Estimated percent of time: 5%)
- Descriptive Data Analysis (Estimated percent of time: 5%)
- Database Management (Estimated percent of time: 15%)
- Data Quality Checks (Estimated percent of time: 20%)

### Skill Set and Experience:

Desired skills include interest in early literacy and/or quasi-experimental studies; experience using a statistical software and excel; highly detail-oriented and thorough; flexible; a commitment to and enthusiasm for acquiring new skills quickly.

**Hours Per Week:** 10-15 hours per week

**Other Information:**

- Interns **might** participate in fieldwork to collect data for the project. Interns will need the clearances, **if** asked to participate in data collection: Child Abuse, State Criminal Record, FBI/Fingerprints, in order to conduct fieldwork. It is desirable for applicants to already have clearances, but RFA can assist interns in getting clearances if necessary.
- Spring internships run from January – May.
- Exact start and end dates are based on the needs of the project and the availability of the intern.
- Applications will be considered on a rolling basis until all positions have been filled. Research for Action qualifies for work study and PHEAA. Interns may also be eligible for course credit. Interns not receiving work-study will be paid \$7.50/hr.
- Please include resume and cover letter with application.
- If hired, a Form I-9, Employment Eligibility Verification, must be completed at the start of employment (reference page 3 of the I-9 Form for acceptable forms of ID).  
([https://www.uscis.gov/system/files\\_force/files/form/i-9-paper-version.pdf](https://www.uscis.gov/system/files_force/files/form/i-9-paper-version.pdf))

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