



Policy 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:

The Spring Policy/Legal intern will support RFA's policy-oriented projects. This will include, but not be limited to the following: (1) The Pennsylvania Clearinghouse for Education Research: The Pennsylvania Clearinghouse for Education Research—or PACER—is designed to inform state education policy discussions through rigorous, objective research; regular policy briefs; and research-based commentaries in leading media outlets statewide. (2) Keystone Crossroads collaboration: In collaboration with WHYY, RFA provides research support on four school finance-related topics for the Keystone Crossroads series, which focuses on issues that affect communities across Pennsylvania. (3) Additional policy analysis, research, and writing as needed.

Intern Role:

Intern will support these projects through policy analysis and research.

Intern Tasks:

- Conducting Literature Review (Estimated percent of time: 33%)
- Drafting Analytic Memos (Estimated percent of time: 33%)
- Descriptive Data Analysis (Estimated percent of time: 33%)
- Other tasks to support the Policy Team, as assigned.

Skill Set and Experience:

Interest in public policy, some analytic experience is required.

Hours Per Week: 15-20 hours per week

Other Information:

- 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)

To apply, please click [here!](#)