



Job Description

POSITION TITLE: POLICY RESEARCH INTERN

JOB CLASSIFICATION: Exempt Non-Exempt (from Fair Labor Standards Act)

TYPE OF POSITION: Full-time Part-time Contractor Intern

LOCATION: Research for Action (RFA)
Philadelphia, PA 19110

REPORTS TO: Determined by project

EDUCATION: Pursuing an undergraduate or graduate degree in a relevant field such as education, sociology, psychology, or public policy.

Hours/Schedule: Between 10 - 20 hours per week, hours vary by project

Compensation: \$8 an hour/paid semi-monthly

POSITION OVERVIEW: RFA is currently seeking **Policy Research Interns** to join our team and to participate in supporting different policy-oriented projects. As an Intern for RFA, you will have the opportunity to collaborate with fellow interns and researchers to develop your skills and competencies across methodological traditions. This requisition will be used to fill multiple research internships, all provided materials will be reviewed and considered for best fit of the project need. Additional details of the position will be provided prior to an interview.

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.

COMPETENCIES:

- Interest in public policy
- Some mixed analytical skills
- Very strong attention to detail, and ability to draw meaning from complicated documents
- Excellent writing and editing skills and ability to write in a clear and easy-to-understand manner for external audiences
- Ability to work independently and collaboratively

POTENTIAL INTERN TASKS:

Research Activities

- Conducting literature reviews
- Drafting analytic memos
- Descriptive data analysis



- Other tasks to support the Policy Team, as assigned

Other

- Perform other research duties as assigned

Other Information:

- Must be actively enrolled in an accredited college or university, as a sophomore, junior, senior or graduate student in good standing or recently graduated from an accredited college or university.
- Summer internships run from May – August/September.
- 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 **might** participate in fieldwork to collect data for the project. Interns will need 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.
- 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!](#)