Quantitative Research Intern – Dallas County Promise

About the Organization
Research for Action (RFA) seeks to use research as the basis for the improvement of educational opportunities and outcomes for traditionally underserved students. 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.

Location of the Internship*
This is an on-site internship position at RFA’s headquarters, at 100 South Broad Street, Suite 700, Philadelphia, PA 19110. In case RFA’s offices remain closed, this internship may be offered remotely. To be considered for remote internship, interns must meet tech requirements described in Other Requirements section below.

Project Description
Established in 2017, the Dallas County Promise is a coalition of school districts, postsecondary institutions, employers and communities that are working together to accomplish the following goals: 1.) help high schools ensure college and career readiness for all students; 2.) help postsecondary institutions achieve the state’s 60x30TX goal by addressing equity gaps in completions of Dallas County students, and 3.) help workforce solve the talent gap. An external evaluation of Dallas County Promise offers an opportunity to conduct relevant, timely, and actionable research that will support Dallas County Promise in refining program implementation and monitoring outcomes in service to their immediate and longer-term goals. RFA is the external evaluator for the Dallas County Promise (DCP) program.

Intern Role
RFA is currently seeking an intern to join our DCP team. The intern on this project will work with quantitative researchers to clean and verify administrative data received from higher education institution partners of Dallas County Promise to understand its implementation and impact. The intern will work on data cleaning, merging, and verification using Stata, as well as preparation of internal memos summarizing the data quality. The intern will also help conduct literature reviews of implementation and impact in similar college promise programs. While training in Stata is provided, we prefer candidates with intermediate Stata experience.

Intern Tasks
• Cleaning Data (estimated 60% of the time)
• Drafting Analytic Memos (estimated 20% of the time)
• Descriptive Data Analysis (estimated 10% of the time)
• Conducting Literature Review (estimated 10% of the time)
Skill Sets and Experience

The intern for this project must be organized, curious, detail-oriented, and have strong writing skills. We are seeking a candidate that possesses experience or coursework related to quantitative research or data analysis. Prior experience using Stata is strongly preferred.

Other Requirements*

If working remotely, we require that you have access to a personal computer with an up-to-date Mac or Windows operating system, up-to-date antivirus software, a functional webcam and microphone, and a stable internet connection at your residence.

Hours Per Week: 15 to 20 hours per week. Not to exceed 20 hours per week.

Other Information

- For this position, interns not receiving work-study will be paid $8.00/hr.
- Only complete applications including Resume & Cover letter will be taken into consideration for the internship hiring.
- At the time of application, must be actively enrolled in an accredited college or university, as a sophomore, junior, senior or graduate student in good standing. Students might be eligible for continuation of their internship after graduation.
- Summer internships run from May-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.
- If hired, please note that RFA will require a technology check of your remote system to ensure your working environment is compatible with ours.

Research for Action is an Equal Employment Opportunity Employer that is committed to building a culturally diverse staff. We strongly encourage applications from candidates of all backgrounds.