Quantitative Research Intern – Say Yes Project

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
Say Yes is a national nonprofit that strives to ensure every public school student graduates high school prepared for postsecondary education or with skills that will enable them to successfully transition to a career path of their choice. To do so, Say Yes funds services for K-12 students and families (e.g. mental and physical health supports, afterschool programming, legal services) and offers last-dollar college scholarships to eligible public school graduates. RFA is the external evaluator for the Say Yes to Education chapter that launched in Cleveland in 2019.

Intern Role
RFA is currently seeking an intern to join our Say Yes research team. The intern on this project will work with quantitative researchers to clean and analyze administrative data received from Say Yes and the Cleveland Metro School District to understand initiative implementation and impact.

Intern Tasks
- Cleaning Data (estimated 40% of the time)
- Drafting Analytic Memos (estimated 25% of the time)
- Descriptive Data Analysis (estimated 25% 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. Duties will include data cleaning, merging, and
analysis using the statistical software, Stata, as well as preparation of internal memos summarizing the data quality and descriptive findings. Duties will also include conducting literature reviews focused on indicators of implementation and impact in similar college promise, mentoring, and/or wraparound service initiatives. While training in Stata is provided, we prefer candidates with intermediate STATA experience.

**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.