

Institute for Higher Education Policy
Research Intern, Summer 2018

The Institute for Higher Education Policy (IHEP) is a nonpartisan, nonprofit organization committed to promoting access to and success in higher education for all students. Based in Washington, D.C., IHEP develops innovative policy- and practice-oriented research to guide policymakers and education leaders, who develop high-impact solutions to address our nation's most pressing education challenges.

JOB SUMMARY:

IHEP is seeking two research interns, one for their policy research team and another for their applied research team. Candidates will be evaluated based on their background to determine which team they could most successfully support. In this role, interns are likely to perform literature reviews, draft policy memos, participate in quantitative and qualitative data collection and analysis, summarize information from postsecondary-themed events and/or new research studies, and support the development of research and policy reports.

PRIMARY RESPONSIBILITIES:

- Support IHEP's research team with quantitative and qualitative research and analysis of policy- and practice-relevant postsecondary education issues, including conducting literature and policy scans, performing data analyses, and summarizing findings.
- Prepare PowerPoint presentations, memos, and other content to inform the work of the research team.
- Support the research team in preparing responses to time-sensitive requests from media, partner organizations, and policymakers.
- Collaborate with and provide assistance to other departments and staff as needed.

QUALIFICATIONS:

- Current graduate student pursuing a master's degree or Ph.D. in an education- or policy-related field.
- Availability to work 35 hours per week.
- Strong written and oral communication skills.
- Strong critical thinking and problem-solving skills.
- Some prior experience with quantitative and qualitative data analysis, data collection, and higher education data sets.
- A keen interest in public policy and/or postsecondary education research and the desire to work in a social justice-minded organization.
- Excellent organizational and follow-through skills and attention to detail.
- Ability to work both independently and collaboratively.
- Strong computer skills, including proficiency in MS Office applications (Word, Excel, PowerPoint, Outlook).

HOW TO APPLY:

Compensation is competitive and commensurate with experience. This position is based in Washington, D.C.

Interested candidates should provide:

1. a cover letter
2. a resume
3. a list of at least three references (including at least one direct supervisor)
4. a writing sample. The writing sample should be a maximum of three pages, single-spaced, and preferably written for a policy audience. An excerpt from a longer paper is acceptable.

We will review applications on a rolling basis, but have a priority deadline to apply by March 5, 2018.

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

