

## **I. Job Overview**

Job Title: Research Intern

The role of the Research Intern is to explore current education policy topics that are directly relevant to the work of the Department of Public Instruction (DPI) and the State Board of Education (SBE). The interns will work in teams to conduct analysis and research and create a written product that can be presented to the SBE and DPI Senior Leadership.

Established in FY 2006-07 by the Financial and Business Services (FBS) Area of DPI, the Research Intern Program is designed to help build a quality research program within DPI to supplement and supply data for discussions related to procedural, process, and policy changes. The internship program is housed within the Office of the Chief Financial Officer (CFO).

Led by the CFO, FBS contains four divisions:

- School Business
- Financial Services
- Licensure
- Safe and Healthy Schools Support

In addition to serving DPI, FBS also serves Local Education Agencies (LEAs), Charter Schools, the SBE, the Governor's Office, the General Assembly, and the taxpayers of North Carolina. FBS provides oversight for the billions of dollars in state and federal funds that DPI distributes to public schools across North Carolina. FBS is responsible for ensuring that the agency, LEAs, and Charter Schools all use their provided funding in the most effective and efficient manner, while maintaining sound business practices. Other responsibilities of FBS include ensuring that all SBE initiatives and legislative goals are implemented in a fiscally responsible manner based on the appropriate legislation and policy.

## **II. Duties and Responsibilities:**

- Conduct research and perform policy analysis through the review of budgets, bills, legislative summaries, and periodical research for DPI and State Board officials.
- Prepare articles, reports, and statistical summaries for DPI/State Board officials.
- Review and expand upon research from outside agencies.
- Make recommendations that can be integrated into State Board policies and procedures.

**III. Required Knowledge, Skills, and Abilities:**

- Enrollment in graduate program (at least one semester of graduate course work already completed before start of internship).
- Ability to collect, evaluate, analyze, and interpret complicated data.
- Ability to communicate orally and in writing results of research projects.
- Ability to analyze and interpret statistical data using statistical analysis software (e.g. Excel, Access, Stata, SPSS, SAS Enterprise Guide).
- Knowledge of legislative and public policy processes.
- Ability to work independently and in a team setting.

**IV. Sample Research Topics:**

- Examples of potential research topics are located on the website: <http://www.ncpublicschools.org/intern-research/projects/>.
- To view samples of the research projects completed by past interns, please visit the intern website: <http://www.ncpublicschools.org/intern-research/reports/>.

**V. Work Schedule and Salary:**

The work schedule is Monday-Friday 8am-5pm. The position will be needed 10-13 weeks during the summer (May-August).

**Salary:**

\$15 to \$18.00 per hour

**VI. Work Schedule and Salary:**

- Please send a cover letter, resume, a work sample (preferably highlighting policy or statistical research and analysis), and a copy of your latest transcript (unofficial transcript is acceptable) to [teresa.matthews@dpi.nc.gov](mailto:teresa.matthews@dpi.nc.gov).
- Applications must be received by Friday, February 3, 2017.