

## **AVAILABLE POSITION: INTERN, EDUCATION POLICY & MANAGEMENT CONSULTING – SUMMER 2017**

**Public Impact is a national education policy and management consulting firm** based in Chapel Hill, N.C. Our mission is to dramatically improve learning outcomes for all children in the U.S., with a special focus on students who are not served well. We are a team of professionals from many backgrounds, including former teachers.

We conduct research to understand practices that lead to better outcomes, and we develop and implement innovative solutions aimed at creating dramatic improvements for children. We apply our research and solutions by advising leading philanthropists, designing and implementing new initiatives for cutting-edge policy and education leaders, and advising other change agents in education reform. We partner with teachers and leaders to implement changes that will help the students they serve.

### **Major current areas of work include management and policy changes in these areas:**

- Teachers and leaders, including: extending the reach of excellent educators, teacher-leadership, career paths, sustainably funded pay increases, job-embedded professional learning for all teachers, selection, evaluation, retention, and leadership.
- Charter school excellence, authorizing, and growth of top-performing charter organizations.
- School turnarounds, finance reform, accountability measures, technology, and other topics.
- See all of our work at [publicimpact.com](http://publicimpact.com) and [www.opportunityculture.org](http://www.opportunityculture.org)

### **Intern Role**

The internship will be singularly focused on a project which includes reviewing charter school applications and closures over a five-year period, extracting detailed information and coding this information in a database in accordance with a project rubric. Charter school applications are lengthy, technical documents. Following up with State Departments of Education/Charter Offices by phone or email to obtain information will also be a part of this project work. The work includes learning from experienced professionals, working independently and as a collaborative teammate. Interns should expect to:

- Gather both quantitative and qualitative data using a wide variety of sources, including research journals, on-line publications, interviews, and published quantitative data
- Screen data and information for quality and accuracy
- Follow up by phone/email to request missing information, and get clarification on data points and processes
- Organize data into a prepared template
- Clearly annotate data to explain information collected where appropriate

Full training and ongoing support will be provided.

### **Qualifications**

- Students currently pursuing a BA or BS or college graduates
- MS Word and Excel. Advanced Excel a plus
- Interest in policy and/or education and/or management/leadership a plus
- Teamwork: ability to act as supportive team member, follow through on work responsibly
- Concern for Order: ability to keep track of details, check own work rigorously
- Analytical/Critical Thinking: ability to interpret data with unbiased, critical thinking
- Communication: ability to communicate clearly in writing, pleasantly in person
- Quality Focus: willingness to give and receive significant feedback to produce first-rate work
- Initiative and Tenacity: ideal candidate will have record of starting something new, succeeding despite barriers, improving own and/or others' work (academic, volunteer, etc.)
- Previous research experience a plus

**Location:** Public Impact's office in Chapel Hill, NC

**Compensation:** \$12-15/hour based on experience

**Term and Weekly hours:** June – August 2017; 20-30+ hours/week; ideal candidate would be able to continue working during Fall 2017 and Spring 2018 semesters at approx.10 hours/week.

**Applicants: Please submit employment application, cover letter and resume to:** [hiring@publicimpact.com](mailto:hiring@publicimpact.com) or mail to Hiring, Public Impact, 405A E. Main Street, Carrboro, NC 27510.