University of Maryland

4 Job Postings For July 2015
### Education Policy Research Intern

**Position Type:** Internship (Fall or Spring Part-Time)

**Desired Major(s):** Education, Public Policy

**Location:** Bethesda, Maryland (United States)

**Description:** The Education Week Research Center is hiring for a paid internship position. Interns work closely with a small but lively research staff to produce influential publications and Web-based content that provide information on efforts to improve teaching and learning. The work is primarily research and analytic in nature, rather than editorial. Tasks may include compiling and analyzing education data from state and federal sources, conducting literature reviews, updating Web content, reviewing Research Center products, and taking on a few clerical functions. Candidates must be highly detail-oriented and display an interest in education and public policy. Desired skills include:

- Working knowledge of Excel
- Ability to multi-task on a variety of assignments
- Strong analytical skills for reviewing education data and policies
- Attention to detail for managing data and contact information in spreadsheets
- Ability to communicate effectively
- Familiarity with surveys, market research, and audience panels

Priority will be given to candidates who are current graduate students or recent college graduates.

The internship will have a flexible start date between July and mid-September. It will continue through January 2016 for 25-29 hours per week. A strong possibility exists for an intern wishing to continue beyond the fall semester to stay on through spring 2016. Our office is located just 7 miles north of downtown Washington, D.C., and within a 10-minute walk of the Bethesda, Maryland Metro station.

To apply: Send a resume and cover letter by e-mail to: ResearchJobs@epe.org. EOE

**Job Function:** Research, Social Services, Other

**Desired Class Level(s):** Masters Candidate
Graduate Research Intern Economic Development
National League of Cities

**Position Type:** Internship (Fall or Spring Part-Time)

**Desired Major(s):** All Majors

**Location:** Washington, District of Columbia (United States)

**Description:** The National League of Cities is seeking paid graduate student interns for the Fall 2015 semester to provide support for research programs in the Center for City Solutions and Applied Research (CSAR). Specific policy areas include small business, public finance, performance management, and big data. This position reports to Senior Associates and/or Research Director.

Examples of Work:
- Help manage networks of local officials and city staff
- Contribute content to reports, NLC’s weekly online newsletter, website, blog and other related information resources and social media
- Meeting planning support, including in-person seminars, webinars, workshops and meetings at NLC’s annual conferences and other events
- Conduct research and field scans of local-level data and policy
- Provide administrative support and other related duties as assigned

**Job Function:** Research

**Desired Class Level(s):** Masters Candidate

**Salary Level:** 12.00

**Qualifications:** Required Education and Experience:
Graduate level intern in a master's program related to public policy or public administration; knowledge of local government and city service delivery methods; excellent writing and communication skills; team player; acquaintance with applied research methodologies; ability to interact effectively and collaboratively with government officials and all levels of NLC staff
Graduate Student Intern Urban Innovation
National League of Cities

**Position Type:** Internship (Fall or Spring Part-Time)

**Desired Major(s):** All Majors

**Location:** Washington, District of Columbia (United States)

**Description:** The National League of Cities (NLC) is seeking paid graduate student interns for the Fall 2015 semester to provide support for research programs in the Center for City Solutions and Applied Research (CSAR). Specific policy areas include transportation, infrastructure, technology, urban innovation, drones, and the sharing economy. This position reports to the Senior Associates and/or Research Director.

Examples of Work:
- Help manage the Sharing Economy Advisory Network, comprised of partners from sharing economy companies, local elected officials and city staff
- Assist in the development of a comprehensive sharing economy resource library to be housed on the NLC website
- Conduct research on city and state drone policies, and the immersion of drones into everyday life
- Contribute content to reports, NLC’s weekly online newsletter, website, blog and other related information resources and social media
- Meeting planning support, including in-person seminars, webinars, workshops and meetings at NLC’s annual conferences and other events
- Conduct research and field scans of local-level data, policies, and other developments in urban innovation
- Provide administrative support and other related duties as assigned

Required Education and Experience:
Graduate level intern in a master's program related to public policy or public administration; knowledge of local government and city service delivery methods; excellent writing and communication skills; team player; acquaintance with applied research methodologies; ability to interact effectively and collaboratively with government officials and all levels of NLC staff.

**Job Function:** Research

**Desired Class Level(s):** Masters Candidate

**Salary Level:** 12.00

**Qualifications:**
Graduate level intern in a master’s program related to public policy or public administration; knowledge of local government and city service delivery methods; excellent writing and communication skills; team player; acquaintance with applied research methodologies; ability to interact effectively and collaboratively with government officials and all levels of NLC staff.
Volunteer Intern
National Institutes of Health (NIH) - Office of Equity, Diversity and Inclusion Data Analytics and Customer Outreach Division

**Position Type:** Internship (Fall or Spring Part-Time)

**Desired Major(s):** All Majors

**Location:** Rockville, Maryland (United States)

**Description:** Office of Equity, Diversity, and Inclusion Special Volunteer Program

Looking for an Internship or Volunteer Experience?

The NIH Office of Equity, Diversity, and Inclusion (EDI) offers summer and year-round volunteer work experiences for college students. Volunteers gain valuable work experiences as they apply their knowledge, and offer new perspectives on promoting equity, diversity, and inclusion at the NIH.

What Types of Projects are Available?

Volunteers interested in working with EDI may gain experience in one of the areas listed below.

Consulting – Providing an array of services from customized toolkits that address manager and employee workplace needs to workshops and programs that recognize leaders.

People – Conducting barrier analyses, promoting cultural awareness, and engaging EDI's internal and external stakeholders in the development of diversity and inclusion strategies.

Training – Developing customized core competency training activities related to EEO compliance, reasonable accommodations, diversity, and harassment.

Resolutions – Providing guidance for the two stages of the NIH administrative discrimination complaint process in compliance with EEO laws and regulations.

Data Analytics – Translating demographic data into meaningful information that informs the NIH's equity and diversity initiatives.

More – Other projects may include marketing, graphic design, social media outreach, team building, policy development, property management, and administrative support.

**Job Function:** Administrative/Support Services, Arts/Design/Planning, Communication, Consulting, Creative/Design/Multimedia, Research

**Desired Class Level(s):** Sophomore, Junior, Senior