University of Maryland
2 Job Postings For April 2015
## Evaluation Intern
Center for International Private Enterprise

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

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

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

**Description:**
The Center for International Private Enterprise (CIPE) strengthens democracy around the globe through private enterprise and market-oriented reform. CIPE is one of the four core institutes of the National Endowment for Democracy. Since 1983, CIPE has worked with business leaders, policymakers, and journalists to build the civic institutions vital to a democratic society. CIPE's key program areas include anti-corruption, advocacy, business associations, corporate governance, democratic governance, access to information, the informal sector and property rights, and women and youth.

CIPE's Internship program is an opportunity to gain professional experience in international development by supporting a CIPE regional or functional team (Africa, Asia, Eurasia, Latin America and the Caribbean, Middle East and North Africa, South Asia, Global Programs, Communications, Knowledge Management, and other functional areas such as Human Resources, Finance, and Evaluation when applicable).

This intern will work with the Evaluation Team which provides research and evaluation support across all CIPE regional, global, and knowledge management divisions. This is an opportunity to understand results-based democratization and gain practical experience in research, proposal development and evaluation of projects.

**Job Function:** Communication, Research, Other

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

**Qualifications:**
The intern will have the opportunity to participate and contribute to the following tasks:
- Draft research reports and presentations
- Build an in-house searchable database of indicators for different types of democratization programs
- Review in-house project proposals and final reports for evaluability and impact assessment
- Research grant opportunities and write grant proposals
- Develop and validate tools (e.g., needs assessments, surveys, focus groups)
- Design and deliver training to CIPE program and in-country staff on evaluation skills
- Gain skills in qualitative and quantitative data analysis

Preference will be given to graduate students with advanced research and research design skills including SPSS, data analysis and statistical skills and those who are able to commit to 3-4 days a week. Undergraduates with some research skills (such as a research methods or program evaluation course) and a keen desire to learn and those who have more limited time availability are also encouraged to apply. In addition to research skills, other valued skill sets include comparative politics, democratization, training,
entrepreneurship, and women and politics. This position is ideal for students interested in learning more about performance evaluation, building their analytic and research skills, the use of logic models, and acting as an in-house consultant on diverse projects. When submitting applications via email, candidates should use the following format for the subject line: [Applicant last name] – EVAL.
Health Policy Intern
AcademyHealth

**Position Type:** Summer Internship

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

**Description:** AcademyHealth, a leading national organization serving the fields of health services and policy research and the professionals who produce and use this important work, is currently seeking a summer intern. The intern will provide administrative and research support for the Changes in Health Care Financing and Organization (HCFO) initiative, a Robert Wood Johnson Foundation-sponsored program. This program funds research that examines major changes in health care financing and organization, and their effects on cost, access and quality.

The intern will assist in the preparation of a summative report for the Robert Wood Johnson Foundation on the program's 25-year legacy. This is a great, introductory opportunity to develop research and writing skills, and learn more about health care payment and delivery systems and the national health policy landscape.

Responsibilities include:

• Summarizing and documenting the impact of HCFO-funded work on health care payment and delivery and other areas.

• Assisting in the synthesis of HCFO-related research and development of one-pagers, issue briefs and other written products.

• Providing administrative support for meetings, workshops, and webinars.

• Performing a wide range of administrative tasks, including drafting participant lists, meeting materials, and meeting minutes; creating, updating, and maintaining databases.

• Additional research and support tasks, as appropriate to the interests and skills of candidates.

**Job Function:** Administrative/Support Services, Research, Other

**Duration:** summer

**Approximate Hours Per Week:** 20-40 hours

**Salary Level:** $12-$16

**Qualifications:** Undergraduate or graduate student, or recent college graduate, with demonstrated interest in health policy, policy analysis, or health services research.

• Enthusiastic and detail-oriented individual who is able to work independently and in a collaborative work environment.

• Exceptional organizational and time-management skills.
• Great attention to detail.

• Very strong writing skills and experience synthesizing information into memos, issue briefs, or reports.

• Strong organizational skills; ability to handle multiple tasks simultaneously and maintain a system of tracking, monitoring, and prioritizing tasks and projects.

• Articulate and professional.

• Proficiency in Microsoft Office Suite applications, especially Word, Excel, and PowerPoint.

• Experience with qualitative analysis software (i.e. NVivo) is desired, but not required.

This is a paid internship beginning in May and ending mid-late August 2015. Beginning and ending dates are negotiable. The incumbent will work 20-40 hours per week.