University of Maryland

2 Job Postings For December 2014
Research Internship, Brookings
Brookings Institution, The

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

**Desired Major(s):**  Undergraduate Studies

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

**Description:**  The Brookings Institution is a private nonprofit organization devoted to independent research and innovative policy solutions. Established in 1916, Brookings analyzes current and emerging issues and produces new ideas that matter - for the nation and the world.

Brookings seeks to fill the position of Research Internship, Global Economy and Development Program.

**Basic Function**

The Brookings Institution is seeking one part-time Spring 2015 Intern to assist with research and administrative activities for current projects relating to global education. As part of the Global Economy and Development program at the Brookings Institution, the Center for Universal Education develops and disseminates effective solutions to the challenges of achieving universal quality education worldwide. It offers a forum for research, high-level dialogue, and public debate on a range of issues relevant to education in the developing world.

**Responsibilities**

Specific duties would include assistance with web-based research, data gathering and analysis, provide background research for potential individuals or organizations to include in our network, organize content for various newsletters and pull resources to share with the team. Research areas of focus include girls' education, 21st Century skills and effective efforts to improve learning at scale.

The internship is based in Washington, DC, and will last from January 15, 2015 to May 31, 2015. Exact schedule is negotiable, but we would expect the candidate to be available 15-20 hours per week and attend weekly staff meetings (as his/her schedule permits). Please note that all internships are unpaid.

**Qualifications**

We are seeking a current undergraduate or graduate student with knowledge of development issues and/or education. This person should currently be pursuing a
degree in international affairs, international development or a related field. A strong interest in global education, as well as global development, is useful. Close attention to detail and strong interpersonal and organizational skills are vital for this internship.

Application

Please send a cover letter, resume, and workweek schedule availability to Jeni Gamble with "Spring 2015 Research Intern: Center for Universal Education" in the subject line. Please discuss your qualifications and specifically why you are interested in working with the Center for Universal Education. Please direct all questions to Jeni via email cue@brookings.edu. Applications will be considered on a rolling basis until the position is filled.

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<th>Job Function:</th>
<th>Research</th>
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<td>Desired Class Level(s):</td>
<td>Sophomore</td>
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Policy Intern (Spring 2015, Washington, DC)
Lumina Foundation

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

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

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

**Description:** Lumina Foundation seeks a paid, graduate-level intern with higher education and state/federal policy familiarity for the Spring 2015 semester. The intern will assist with research, analysis, project, and writing support to Lumina’s Washington DC based staff, specifically on Lumina’s strategies to advance federal policy for increased attainment, and to create new models of student financial support.

Lumina is an independent, private foundation committed to increasing the proportion of Americans who have high-quality, college-level learning. Our mission is defined by a specific goal: to increase the proportion of Americans with high-quality college degrees, certificates and credentials to 60 percent by 2025. Lumina’s outcomes-based approach focuses on helping to design and build an accessible, responsive and accountable higher education system while fostering a national sense of urgency to achieve this goal, known as Goal 2025.

**Responsibilities**
The candidate will be required to provide support and assistance on the delivery of specific projects across the DC based staff. This will involve minimal administrative support; liaising with a wide variety of people and organizations, undertaking background research and literature reviews; writing, proofing and editing of important deliverables; and the organization of events.

Work with Strategy Directors and Associate to conduct federal policy and student financial support outreach; Conduct research on policy issues, and help staff in the development of relevant deliverables; and Assist Policy Associate with the tracking, collecting and monitoring of databases relevant to strategy work.

**Qualifications and Experience**
Strong communication (written and oral) & analytical skills
Ability to work independently
Digital & technical literacy
Ability to collaborate and willingness to work with a team
Familiarity with federal policy environment
Familiarity with higher education policy, especially barriers to completion for 21st Century students (students of color, low income students, first generation students, adults, veterans, etc.)
Familiarity with barriers, policy issues, and effective
practice related to student financial support, with an emphasis on state and federal financial aid models.

Duration & Schedule:
12-15 weeks
January 26th—May 1st (dates open to negotiation)
Minimum 20 hrs/week, 30 hrs/week preferred
Flexibility negotiated with supervisor (additional hours per week may also be negotiated)

Application Process
Please submit a cover letter and current resume to luminaintern@luminafoundation.org.

Please include your name and “Policy Intern” in the subject line. Application deadline is December 15th, 2014. *Note: This position is located in our DC office. Lumina does not pay for relocation fees. Lumina does offer a competitive hourly wage. Compensation will be determined based upon experience.

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<td>Desired Class Level(s):</td>
<td>Masters Candidate, Doctoral Candidate, Post Doctorate, Recent Grad (up to 1 year out)</td>
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