

# 2014 NYC DOE Summer Internship Program

**INTERNSHIP TITLE:**

DOE 005 - Office of Talent Research and Data: Data Analyst Intern - 2 Internship opportunities available

**DIVISION/OFFICE:**

Office of Talent Research and Data

**ADDRESS:**

65 Court Street, Brooklyn, NY 11201

**OFFICE DESCRIPTION:**

Office of Talent Research and Data (ORD) is responsible for developing policies, programs, systems and tools that produce extraordinary teachers and leaders for NYC schools. The ORD team provides in-depth analysis linking human capital policies to the impact these programs have on student outcomes. This analysis provides critical information used to inform strategy, as well as to enable the talent office to continually assess and improve policies and programs. The ORD team also works to develop and improve the DOE's ability to measure the impact teachers and school leaders have on student outcomes. Most notably, the ORD group oversees the implementation of the DOE's Teacher Data Initiative, which provides teachers and school leaders with value-added data measuring teacher effectiveness.

**INTERNSHIP RESPONSIBILITIES:**

Under supervision of a staff member, the intern will be trained in and assist with the following tasks:

- Growth Model Development
  - General research assistance with a focus on:
    - The alignment of modeling business rules to Advance guiding principles
    - Development of communications materials for networks and schools
- Universal Pre-Kindergarten Implementation
  - Summarize current research on universal pre-K
  - Comparison of NYC plan to other districts
- Other research projects that could support the office and expand the intern's overall knowledge of the office

The intern will also job shadow several individuals in the office, including directors of various ORD teams, specifically targeting meetings at Tweed or that involve other offices to broaden intern's understanding of context.

The intern will also produce presentation materials for (as well as facilitate) a discussion series office meeting.

**QUALIFICATIONS/SPECIAL SKILLS/AREA OF STUDY:**

Current undergraduate students who meet the eligibility criteria of a B average or greater may be considered for an unpaid internship. General: Programming, data analysis, presentation skills.

Technical: SAS, SQL, R, Excel

**SALARY INFORMATION:**

This is an unpaid internship.