



DEPARTMENT OF EDUCATION

2012-2013 INTERNSHIP OPPORTUNITY Internship Title – Data Analysis Intern at Office of Academic Policy (Please Note: This is an *Unpaid* Internship)

Description: The New York City Department of Education (DOE) is the largest system of public schools in the United States, serving about 1.1 million students and 74,000+ teachers in over 1,700 schools. Please visit our website at <http://www.schools.nyc.gov/> for more information.

Division of Academics, Performance, and Support (DAPS) is the primary source of data analysis, research, and academic policy for the DOE. The Office of Academic Policy (OAP), on the Performance team in DAPS, is responsible for the research-based development, implementation, tracking, and oversight of K-12 city and state academic policies, including New York City student promotion requirements and New York State graduation requirements. A central academic policy function is a key component of ensuring alignment between academic policies, instructional planning and programming, and accountability. The internship encompasses the development of a sustainable tracker for follow-up actions and communication with Children First Networks (CFNs) regarding annual actionable data sharing projects and tools and resources CFNs can use to track school outcomes pre and post action taken.

The DOE invites undergraduate and graduate students interested in education and public policy, organizational management and research & data analysis to participate in an internship with the DAPS team. Interns will provide support to OAP staff and gain valuable skills and insights, while assisting with research and analysis, reporting and communications for DAPS throughout the DOE. This unpaid internship based out of the central office at the Tweed Building (52 Chambers St.) can provide school credit, offers flexible schedule and valuable experience in urban education reform.

Benefits of Internship:

- Gain useful knowledge about the Department of Education and the CFN structure
- Develop and improve your project management skills
- Expand your industry network
- Enhance your skills working with large datasets
- Become familiar with city and state education policies
- Attend regular professional development sessions about various DOE projects

Duration: Available Now thru Spring Semester 2013

Time requirement: At least 15-20 hours per week with a minimum commitment of 10 weeks or one school semester through May 2013; Flexible weekday hours.

Compensation: All internships are unpaid. Academic credit is supported (based on individual schools requirements). Students are responsible for their own housing. We encourage students to secure funding through their schools if possible and aggressively work to secure school funds.

Position Reports to: Associate Director, Office of Academic Policy

Internship Responsibilities include (but not limited to):

Research and Analysis

- Collects and analyzes student data related to academic policy projects and initiatives, and assists in summarizing results in tables and narrative reports to share with OAP leadership and other DOE stakeholders
- Assists with generation of data reports on academic policy initiatives to share with CFNs by aggregating student level data, including pulling data from source systems, cleaning data, and preparing data set
- Provides additional quality checks on academic policy data reports
- Researches network accessible data portals and tools to produce network-facing basic data analysis toolkit.

Reporting and Communication

- Assists with multiple email communications to networks regarding academic policy data sharing initiatives, including identifying action steps and narrative summaries of the initiative
- Assists with tracking school policy implementations, including policies on academic requirements and student promotion, keeping record of quarterly results and communication with schools in a sustainable tracker.

In addition to everyday workload, efforts are made towards educating interns about the organization as a whole through meetings, events, and other opportunities.

Eligibility:

- Currently enrolled undergraduate students in good standing from all disciplines
- Preferred: Graduate students in good standing from variety of professional disciplines including: business, organizational management, public policy, law, and education policy
- Recent graduates (within 6 months) are also encouraged to apply.

Qualifications/Special Skills:

- Exhibits excellent communication skills and strong interpersonal skills
- Exhibits organizational skills that promote working independently and creatively to solve problems.
- Ability to pursue an Unpaid Internship
- Preferred: Advanced knowledge of Microsoft Office applications including Word, Outlook, Excel, and Power Point
- Preferred: Data analysis experience using Microsoft Excel and/or statistical software packages such as Stata, SAS, SPSS, preferred

Application Process: Please email cover letter, resume, and writing sample to Kasia Janczura at kjanczura@schools.nyc.gov. Please include "Internship Program Opportunity" in the subject line. Incomplete applications will not be considered.

Application Deadline:

Program Dates: At present - May 17, 2013

Applications will be reviewed on a rolling basis up until January 21, 2013

Time Requirement: At least 15-20 hours per week with a minimum commitment of 10 weeks

Questions?

If you have questions, please contact:

Kasia Janczura
Office of Academic Policy
Division of Academics, Performance, and Support
NYC Department of Education
Phone: (212) 374-5978
Email: kjanczura@schools.nyc.gov

It is the policy of the Department of Education of the City of New York to provide equal employment opportunities without regard to **race, color, religion, creed, ethnicity, national origin, alienage, citizenship status, age, marital status, partnership status, disability, sexual orientation, gender (sex), military status, prior record of arrest or conviction (except as permitted by law) predisposing genetic characteristics, or status as a victim of domestic violence, sexual offenses and stalking, and to maintain an environment free of harassment on any of the above-noted grounds, including sexual harassment or retaliation.**

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(sex) or weight and to maintain an environment free of harassment on the basis of any of these grounds, including sexual harassment or retaliation.

This policy is in accordance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Age Discrimination in Employment Act of 1967, Section 503 and Section 504 of the Rehabilitation Act of 1973, Fair Labor Standards Amendments of 1974, Immigration Reform and Control Act of 1986, The Americans with Disabilities Act of 1990, Civil Rights Act of 1991, New York State and City Human Rights Laws and Provisions of Anti-Discrimination in Collective Bargaining Agreements of the Department of Education of the City of New York.

Chancellor's Regulation A-830 governs the filing of complaints of internal complaints of discrimination/harassment. Any person who believes they have experienced discrimination may file a complaint in accordance with Chancellor's Regulation A-830 by contacting the Office of Equal Opportunity ("OEO"), or file with one of the agencies identified below. A copy of Chancellor's Regulation A-830 may be obtained from OEO or at: www.nyc.gov/schools/oeo.

How to Apply

Application Materials

Applications are due by the previously stated deadlines

Required materials for the application include:

1. Resume (most updated version)
2. 1-page cover letter
3. A writing sample highlighting your writing skills. It can be from a school term paper or work-related paper. Ideally, it should be related to education policy but this is not required. The sample should be 300-500 words.

To apply, students must submit all materials via email to Kasia Janczura at kjanczura@schools.nyc.gov. Please include "Internship Program Opportunity" in the subject line. Incomplete applications will not be considered.

If your application is selected you will be contacted for a phone (or in-person) interview within approximately three weeks time.