

**Corporation for National and Community Service
Research Intern
NY-0303-01**

OCCUPATIONAL GROUP: 0300

LOCATION: Department of the Chief Executive Officer, Office of Research and Evaluation

PRINCIPAL OBJECTIVE

The Office of Research & Evaluation in the Corporation for National and Community Service (CNCS) is seeking a research intern to assist in various research and evaluation projects designed to strengthen the evidence base of national service programs. The incumbent may have the opportunity to co-author reports and peer-reviewed journal articles and to assist with presentations to agency leadership. This is an excellent opportunity to gain exposure to policy research and program evaluation in an applied setting.

DUTIES AND RESPONSIBILITIES

- Administrative duties and responsibilities:
 - Coordinate internally with staff from other CNCS offices.
- Research duties and responsibilities:
 - Project management: Assist with the administration and management of large program evaluations, being conducted primarily by contractors.
 - Data collection: Qualitative data collection from grantees, members, and other groups, through structured and semi-structured interviews.
 - Data analysis:
 - Conducting quantitative analysis of administrative data under supervision of a statistician. Analysis could include regression, t-tests, and reliability studies.
 - Conducting qualitative analysis of interview and focus group data, and systematic document reviews.
 - Analysis of survey data collected from AmeriCorps and Senior Corps members.
 - Writing: Assist with writing analytical results into policy briefs, memoranda, and reports.
 - Literature reviews: Conducting systematic literature reviews and assessing the quality, relevance, and scope of extant research.

COMPETENCIES AND QUALIFICATIONS

- **Education** - Masters/PhD candidate or recent graduate in Public Policy, Public Administration, Economics, Sociology, Political Science, or a related field. We prefer post-graduate students who have completed at least one year of studies.

- **Research** –
 - Knowledge of the scientific principles, methods, and processes used to conduct a systematic and objective inquiry including study design, collection, analysis, and interpretation of data and reporting of results.
 - Strong quantitative analytical skills. Experience with Stata and/or SPSS preferred.
 - Experience conducting and summarizing qualitative research.
 - Ability to conduct literature reviews and assess quality and relevance of extant research.

- **Problem Solving** – Identifies and analyzes the problems; uses sound reasoning to arrive at conclusions; finds alternative solutions to problems; distinguishes between relevant and irrelevant information to make logical judgments.

- **Oral and Written Communication** – Makes clear and convincing technical oral or written presentations to individuals or groups; listens effectively and clarifies information as needed; expresses facts and ideas in writing in clear, convincing and organized manner.

- **Teamwork** – Collaborate and participate with other staff to encourage and facilitate cooperation, pride, trust and group identity; foster commitment and team spirit; organize and work with others to achieve goals. Ability to organize cross-cutting teams to accomplish projects.

SUPERVISORY CONTROLS

This position reports to the Deputy Director, Research and Evaluation. The incumbent works under broad delegated authority for independently planning, scheduling, coordinating, and accomplishing work within broadly defined management parameters. The incumbent exercises independent discretion and judgment in completing management requirements.

POSITION TERMS

The salary is \$15 per hour, with transportation reimbursement. The position will begin early September 2014 and last up to 12 months, pending a mid-year review in December 2014. Though we prefer candidates available during the entire school year, we will consider those that are only available for the Fall semester. The incumbent will be expected to work on average 20 hours per week, although there is some flexibility in this timing to be arranged between both parties. There is also flexibility of work site – some tasks may be performed outside of the office.

HOW TO APPLY

Applicants must submit a resume and cover letter electronically to Robin Ghertner, Senior Research Analyst, rghertner@cns.gov, 202-606-6772.