



Policy & Research Internship

- Internship Description -

The Hunt Institute's mission is to provide unbiased research, technical expertise, and learning opportunities that equip and empower educators and policymakers to drive equitable reforms and become audacious champions for education.

Since its establishment in 2001, The Hunt Institute has emerged as a recognized and credible leader in the movement to transform American public education and a go-to source for reliable, objective, and timely information. The Institute works at the intersection of education policy and politics, supporting state and national officials and empowering them to transform education. The Institute's mandate is to inspire and equip elected officials and senior policymakers to make informed decisions that improve the lives of all children, with its primary audience consisting of governors, legislators, and other elected and state-level policymakers.

Position

The Policy & Research (P&R) internship is a hands-on learning experience offering meaningful and practical work related to the student's career interest in a professional environment. The internship will allow the student the opportunity to deeply engage in current education policy issues and state-level education reform. Graduate students working toward a master's degree in public policy, public administration, or a similar field are encouraged to apply.

The Hunt Institute's P&R Intern will work directly with either The Institute's Director of Policy & Research or Director of Higher Education and their policy teams to develop and execute projects that will advance the organization's agenda. Assigned projects are based on the intern's qualifications and interests as well as the needs of the organization.

This internship can be part-time (approximately 10-20 hours per week) or full-time; part-time does have flexibility to be coordinated around class commitments. Interns will receive an hourly rate and class credit can also be arranged. The preferred summer internship term is late May 2021 – August 2021. For fall internships, the preferred term is late August 2021 – December 2021.

Responsibilities

- Gather and track data to inform The Institute's work with current and emerging leaders across the country.
- Perform state-specific research to inform development of new materials and activities with policymakers.
- Research and track assigned education policy issues and create resources for internal use.
- Analyze legislation/publications and create synopses and recommendations.
- Provide on-site support at Institute events as needed.
- Other duties as assigned.

Qualifications

- Demonstrated secondary research skills in accessing information online, via phone outreach, and at libraries and media centers.
- Familiarity with, and interest in, education policy.
- Ability to synthesize information and present findings or recommendations to stakeholders.
- Excellent interpersonal, verbal, and written communication skills.
- Proficiency in Microsoft Word, Excel, and PowerPoint.
- Experience with Tableau and statistical software a plus.
- Ability to prioritize, multi-task, and maintain attention to detail with competing priorities.
- Effective project management and time management skills.
- Ability to work both independently and as part of a team.
- Ideal candidates will demonstrate resourcefulness, good judgement, and willingness to communicate and ask questions when needed.
- Current enrollment in an undergraduate or graduate program.

To apply, please submit a cover letter, along with a résumé and a writing sample (no more than 3 pages; sections from a longer paper can be submitted), to applicant@hunt-institute.org with the subject line “Policy & Research Internship – your last name.” Final selection is contingent upon successful completion of a background investigation.

Equal Employment Opportunity

At The Hunt Institute, Equal Employment Opportunity is our commitment and goal. All qualified candidates will receive consideration for employment without regard to race, national origin, gender, age, religion, disability, sexual orientation, veteran status, marital status or any other protected status designated by federal, state or local law. Applicants are encouraged to confidentially self-identify when applying.