



## **Internship (Spring / Summer 2022)**

- 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 Hunt Institute internship is a semester-long hands-on paid 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. *Students working toward a degree in public policy, public administration, or a similar field are strongly encouraged to apply.*

Interns will have an opportunity to increase their knowledge of and skills in one or more functions:

- Policy & Research
- Marketing & Communications
- Data Analysis
- Programming & Event Management
- Finance & Operations
- Policymaker Engagement

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 spring term is January 2022 – May 2022. The preferred summer term is May 2022 – August 2022.

Interns will report directly to the Internship Program Manager.

### **Responsibilities**

Interns will be assigned a Hunt Institute team to work with, based on their skills, prior experiences, and interests. Our departmental teams include:

- Early Learning
- Higher Education
- K-12 Education
- Programming

- Legislative Engagement
- Equity Initiatives
- Marketing & Communications
- Finance & Operations

Responsibilities related to each organizational area include, but are not limited to, the following:

- 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; and
- Other duties as assigned.

### **Qualifications**

- ✓ Self-starter with the ability to work both independently and as a part of a team;
- ✓ 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;
- ✓ Ideal candidates will demonstrate resourcefulness, good judgement, and willingness to communicate and ask questions when needed; and
- ✓ Current enrollment in an undergraduate or graduate program.

### **To Apply**

Please submit a cover letter, along with a résumé and a writing sample to [CLawrence@hunt-institute.org](mailto:CLawrence@hunt-institute.org) with the subject line “Spring / Summer 2022 Internship – your last name.” Applicants should provide a writing sample detailing their interests, skills and prior experiences related to the functional area (noted above) they are most interested in pursuing with The Hunt Institute. Writing samples should be no more than 3 pages.

*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.

### **Deadline to Apply**

For Spring 2022 Internship consideration – January 14, 2022

For Summer 2022 Internship consideration – April 22, 2022