



Internship (Fall 2024)

- 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, education, political science, 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 11-20 hours per week) or full-time; part-time does have flexibility to be coordinated around class commitments. Interns will receive an hourly rate of \$15 and class credit can also be arranged. The preferred fall term is August 2024 – December 2024. **This position will be a hybrid posting as interns will be expected to come into the office once a week along with other employees one day between Monday, Wednesday, or Friday for the duration of the program.** It is expected that interns will work from The Hunt Institute office located at 5000 Centregreen Way Suite 150, Cary, NC 27513.

Interns will report directly to the Internship Program Coordinator (Jamison Lowery).

## **Responsibilities**

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

- Early Learning
- K-12 Education
- Higher Education
- National Programs
- State Engagement
- Educator Diversity
- 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;
- Develop social media content and create graphic designs

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; (not necessary but great to have)
- ✓ 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 complete this [online form to apply](#). In addition to completing the lined form you'll need to submit a cover letter, résumé and a writing sample. Your writing sample should be a previously written paper that is related to the functional area (noted above) you are most interested in pursuing with The Hunt Institute or capable of showing your writing skills. Writing samples should be no more than 3 pages. If you have any questions about the application, feel free to send an email to [jlowery@hunt-institute.org](mailto:jlowery@hunt-institute.org) with the subject line "Fall 2024 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.

### **Deadline to Apply**

For Fall 2024 Internship consideration – July 10th, 2024

Interviews will take place between July 19<sup>th</sup>

Finalists will be notified sometime in the 1st full week of August at the latest.