



The Education Trust–Midwest

K-12 Policy and Research Intern (Summer 2021)

The [Education Trust–Midwest](#) (ETM), a nonprofit education advocacy and research organization, located in southeastern Michigan, seeks a K-12 Policy and Research intern for the summer of 2021.

The Education Trust-Midwest promotes high academic achievement for all students at all levels—pre-kindergarten through college. We work alongside parents, educators, policymakers, and community and business leaders in transforming schools and colleges into institutions that serve all students well. Lessons learned in these efforts, together with unflinching data analyses, shape our Michigan-focused policy agenda. Our goal is to close the gaps in opportunity and achievement that consign far too many young people—especially those who are Black, Latino, American Indian, or from low-income families—to lives on the margin of the American mainstream.

Internship Program

The Education Trust-Midwest internship program is for individuals who believe that all students can achieve at high levels and want to work as part of a team committed to that goal. The program is designed for graduate students or recent graduate students who are capable of doing staff-level work under minimal supervision. Interns work in close consultation with designated Education Trust-Midwest staff to develop and execute projects that will advance the organization's agenda while also broadening their professional skills and experiences. Projects are based on intern qualifications as well as the needs of the organization. Interns are treated as members of the staff and are expected to perform a wide variety of tasks.

Responsibilities

An intern will assist with projects such as the following:

- Compile and analyze student performance and school data.
- Produce research and analyze data related to teacher quality, teacher equity, and student achievement.
- Read and analyze state education legislation.
- Work with policy team to develop recommendations on education initiatives in Michigan.

Qualifications and Experience

We are looking for a combination of the following qualifications and experience.

- Graduate student or a recent college graduate with a strong interest in education policy or social science research;
- Strong qualitative and quantitative research and communications skills;
- Experience with quantitative data interpretation and analysis (proficiency in Excel or statistical software package, such as STATA);

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- Knowledge of education policy and/or practice; and a commitment to excellence and equity in education for all students, and particularly students living in poverty and students of color;
- Self-motivation and ability to work both independently and collaboratively, along with an eagerness to learn;
- Strong oral and written communication skills;
- Excellent organizational skills and attention to detail; and
- Proficiency with Microsoft Office applications (Word, Excel, PowerPoint, Outlook); and

Internship Timeframe and Compensation

The summer internship will begin in June 2021 (start date is flexible depending on organization and intern needs/schedules) and will last for approximately 10 weeks. Interns are paid a modest hourly rate which is commensurate with experience and qualifications. Hours will be based on a five-day work week.

Application Process

Please include the following with your application. You must combine all documents into one document and upload that single document. Applications should include the following:

- Resume
- Cover letter (Include summer availability timeframe)
- Contact information for three references
- Writing sample (No more than five pages; sections from a longer paper are suitable)

Click [here](#) to apply for the Summer K-12 Policy and Research Internship.

To ensure full consideration, please submit all applications by February 26, 2021.

The Education Trust-Midwest is an Equal Opportunity Employer and encourages diversity in all facets of its work.