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<b>Job Title</b>	Education Research and Writing Intern
<b>PVN ID</b>	VA-2404-006226
<b>Category</b>	Clerical/Office Services
<b>Location</b>	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
<b>Department</b>	K-16 Initiatives
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$45,500.00 - \$45,500.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	May 07, 2024 (Or Until Filled)

## General Description

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### MISSION

CUNY's Office of K16 Initiatives creates innovative pathways for young New Yorkers to envision and achieve success, by engaging strategic partners in confronting systemic educational inequities.

### GENERAL DESCRIPTION

The CUNY Office of K16 Initiatives is seeking an intern for a 10-week role designed to deepen experience and understanding of the education system. The education research intern should be a detail-oriented, experienced researcher and writer with a deep understanding of qualitative research methods. The intern will use these methods to increase understanding of New Paths to Career Success, a pilot initiative to provide career-connected learning, career and college credit, guidance, and financial support for youth who have been historically underserved as they near and pass graduation from high school. The intern will report to the Senior Director of K-16 Education Pathways Development. The successful candidate will thrive in a fast-paced environment, possess strong organizational and communication skills, and exhibit a proactive approach to problem-solving. If you are a collaborative and resourceful researcher with a passion for social justice in education, we encourage you to apply.

## Other Duties

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- Review, compile, and synthesize existing research and reports relevant to key topics in K-16 including, but limited to, dual enrollment, career-connected learning, college and career advising, and increasing equity and access to postsecondary options.
- Conduct surveys, interviews, and other forms of data collection to gather insights on these topics from youth, educators, and education leaders on programmatic initiatives of the K-16 office.
- Use materials and knowledge that have been gathered to author memos, presentations, and briefs that

further understanding of the impact, effectiveness, and nature of programmatic initiatives of the K-16 office.

- As appropriate, work with the K-16 office to develop materials of publishable quality based on the work described above.
- Regularly meet with K-16 and other identified CUNY staff to review and update on progress on the work described above.
- Other duties as assigned.

## Qualifications

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- Preference given to students currently enrolled in graduate programs, especially in the social sciences.
- Experience with qualitative research.
- Excellent oral and written communication skills.
- Exceptional organizational skills and extreme attention to detail.
- Comfort and experience working collaboratively and cooperatively with a diverse community of youth and adults.
- A growth mindset and enthusiasm for learning, coupled with the initiative to complete work independently.
- Computer proficiency using Google Suite and Office 365, online survey instruments, and virtual meeting/conferencing and collaboration tools (MS Teams & Zoom).