
Job Title	Graduate Internship
PVN ID	VB-1803-002411
Category	Research
Location	OFFICE OF SR VC-BUDGET, FINANCE & FISCAL POLICY
Department	CUNY Institute for State and Local Gover
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Jun 12, 2018 (Or Until Filled)

General Description

Overview

The Institute for State and Local Governance (ISLG) is an institute within the City University of New York. The Institute's mission is to assist current and future leaders in government, non-profit organizations and the private sector, in the U.S. and internationally, by offering research, technical assistance, and education and training to improve the financing, delivery and measurement of critical public services. The Institute's director, Michael Jacobson, previously served as NYC's Probation and Correction Commissioner and president of the Vera Institute of Justice.

The Institute is currently developing its internship program and is looking to partner with students in College and University programs that offer internship opportunities for stipend or credit. The Institute is seeking graduate students who are funded or awarded course credit to engage in a broad cross-section of the Institute's work, gaining direct experience in research and evaluation, program implementation and oversight, policy, and philanthropy. Interns work collaboratively with staff in multiple content areas and build relationships within NYC's nonprofits and government agencies. ISLG will work with interns and their sponsoring College or University program to determine schedules and full- or part-time status over the summer months—approximately May/June-August, 2018. In addition to the work activities described below, interns will participate in regular professional development opportunities organized by the Institute.

The Institute is currently accepting applications for a research internship focused on the New York County District Attorney Office's ("DANY") Criminal Justice Investment Initiative (CJII), which aims to reduce crime and improve fairness and efficiency in the criminal justice system. This work includes many projects distributed among four portfolios: a) *Youth, Families, and Communities*, b) *Victims of Crime*, c) *Diversion and Reentry Support*, and d) *Enhancing Effectiveness Across Systems*. ISLG provides technical assistance to DANY and oversees the CJII on behalf of DANY. One of ISLG's primary responsibilities is to oversee the performance measurement and evaluation of the investments within each of the four portfolios. To that end, the research intern will assist ISLG staff with performance measurement and evaluation of several of the investments funded under CJII. For more information about ISLG and CJII, please visit www.islg.cuny.edu and www.cjii.org.

Position Description

Reporting to a Senior Research Associate or Associate Research Director, and working alongside Research Analysts and Associates, the research intern will work on performance measurement and evaluation of a number of investments within the four portfolios. Tasks that the interns *may* be responsible for are included but not limited to:

- Assist in carrying out research activities and data analysis for a process evaluation of the College-in-Prison (CIP) Reentry Initiative, which funds seven Education Providers to expand programming in 17 prison facilities across NYS; and also funds an Education and Reentry Coordinator to oversee statewide reforms and the development of statewide standards pertaining to instruction, transfer, and articulation of credits;
- Support the performance measurement of CJII programs, including drafting and tailoring of performance metrics, analysis of performance data, and synthesis of data into memos and reports;
- Assist in the preparation of materials for conferences, external presentations, and other public-facing platforms (e.g., the CJII website); and
- Other tasks as needed to support CJII's work.

Other Duties

- Currently enrolled in a graduate degree program;
- Knowledge of quantitative methods and analysis, including descriptive and bivariate analysis;
- Experience with Microsoft Excel, and preferably with SPSS, Stata, R, SAS, or other software used for quantitative analysis;
- Knowledge of qualitative methods and analysis, including coding of qualitative data (e.g., grounded theory approaches);
- Experience with NVivo or other software used for coding qualitative data;
- Demonstrated professional and/or academic experience in a subject matter related to one or more of the aforementioned CJII portfolios, which may include youth development; education; peer support; victimization; workforce development; criminal justice; trauma-informed care; neighborhood-based strategies; and/or other related subject matters;
- Excellent time management skills and experience working in deadline-driven environments;
- Ability to write and present in an articulate, structured, and compelling manner;
- Ability to prioritize and work on a number of tasks simultaneously;
- Ability to work on a team as well as independently; and
- Ability to commit to a consistent schedule for the internship period.

Qualifications

How to Apply

To apply, visit rfcuny.org. and click on About RF, then Careers to upload a cover letter describing qualifications and areas of interest within the CJII, your curriculum vitae (in PDF), and a brief 2-3-page writing sample. For further information on the CJII portfolios please review the [Strategic Plan](#) along with our [current](#) and [previous](#) funding opportunities. If your College or University program coordinates the application process directly, please reference their submission process and we will work with them to review submitted applications.

*Please note, candidates must come with funding from their respective schools.

Additionally, we ask that candidates email the following materials in a single PDF file directly to info@islg.cuny.edu: Please use the subject line "Internship Program Application

1. ISLG's Internship Program application form (which will be emailed separately to all candidates once applicants submit their cover letter and curriculum vitae via the Research Foundation website)
2. A cover letter that includes their area(s) of interest, how they hope to contribute to ISLG's mission, and their proposed start and end dates and work schedule. (1 page limit)
3. A resume or curriculum vitae. (1 page limit)
4. The contact information for 2 references (preferably professors or former supervisors of employment relating to the work of ISLG).
5. An academic or professional writing sample. (3 page limit)
6. Unofficial transcripts.

Application review will commence on March 30 and continue until the position is filled.