



Job Title	Operations Internship
PVN ID	VB-2402-006128
Category	Research
Location	OFFICE OF SR VC-BUDGET, FINANCE & FISCAL POLICY
Department	CUNY Institute for State and Local Gover
Status	Full Time
Hourly Rate	\$20.00-\$25.00
Hour(s) a Week	35
Closing Date	Apr 13, 2024 (Or Until Filled)

General Description

CUNY Institute for State and Local Governance (ISLG): Our Mission

ISLG is a good governance think-and-do tank. We are driven by the idea that data-informed approaches can measurably improve the way government and public institutions operate, equitably serve all constituents, and ultimately solve social policy problems. We also provide the knowledge and action needed to fuel those approaches. With the necessary research, policies, partnerships, and infrastructures, we help government and public institutions work more effectively, efficiently, and in the interest of all communities.

Our Goals for Diversity and Inclusion

We strive to foster an office environment and an approach to work that welcomes and respects different perspectives, backgrounds, and life experiences. We are working towards our goal of recruiting and retaining staff, interns and advisory group members who are diverse in terms of race, national origin, sexual orientation, gender identity or expression, age, religion, veteran status, socioeconomic status, disability, and justice system involvement.

Who we are looking for

ISLG is recruiting for a **CUNY undergraduate and/or graduate student intern** to work on its Operations team, on projects including:

- **Municipality Budget & Policy Projects** - ISLG is working with multiple municipalities on various policy and budget projects to assess current budget management and financial planning capacities, develop a comprehensive set of recommendations, and assist in the implementation of agreed to recommendations.
- **CUNY Efficiencies for Re-Investment & Innovation (ERI) initiative** – With the goal of unleashing \$75 million in cumulative savings, CUNY launched the Efficiencies for Re-Investment & Innovation (ERI) initiative, and selected ISLG as a strategic partner with expertise in the operational challenges and opportunities of a large institution. The ISLG Operations team is continually working with CUNY on projects to streamline efficiency.

This work entails policy research, data analysis, budget analysis, stakeholder research and engagement.

The core of this internship is creating community and peer-to-peer learning among ISLG interns; to foster community we will have bi-weekly in-person convenings that will cover a range of topics such as relationship building, project management, participatory policy making, etc.

We are hiring interns to work at ISLG for 10 weeks during the summer months. Interns will have a hybrid work schedule and report to a designated ISLG staff member. Interns will work on a range of tasks within the projects listed above as well as others not listed here. Interns may work on one or more of the project areas above, as well as other projects. Tasks that the interns *may* be responsible for include:

- Writing literature reviews and policy briefs on a variety of policy issues
- Analyzing and summarizing data
- Taking notes at external staff meetings
- Assisting in the preparation of materials for meetings, blogs, and other communications
- Other tasks as needed to support the ISLG Operations Team's work

Other Duties

Qualifications

We would love to hear from you, if you are/have:

- Currently enrolled in a degree program at a CUNY school or graduated from such a program within the last year
- Ability to commit to a consistent schedule of approximately 35 hours per week for the internship period (i.e., May 28 – End of July)
- Ability to attend 10 peer-to-peer credentialed in-person weekly sessions on Wednesday's from 9:30am-11:30am
- Personal, professional, or academic knowledge of any of the following fields: policy research, policy analysis, budget analysis, public finance, project management, stakeholder engagement, presentation skills
- 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
- Flexibility about projects and workflow
- Passion about government and public institutions and helping them work and operate more equitably, effectively, and efficiently
- Fluency in Spanish is a plus

ISLG is open to flexibility on the requirements above, but we would expect candidates to fit most of the items described.

How to Apply

To apply for an internship, you will need to submit the following:

1. A cover letter that includes your area(s) of interest, how you hope to contribute to ISLG's mission, and

- your proposed start and end dates and work schedule. (1 page limit)
2. A resume or curriculum vitae. (1 page limit)
 3. The contact information for 2 references (preferably professors or former supervisors of employment relating to the work of ISLG).
 4. Unofficial transcripts (optional but strongly recommended).

All applicants will receive an additional ISLG's Internship Program application form (which will be emailed to all candidates).

All application documents must be in English and submitted in a single PDF to info@islg.cuny.edu by the deadline listed below. Please use the subject line "Summer Student Internship Application." Incomplete application packets will not be considered.

Application review will commence on March 25, 2024 and continue until the positions are filled.