



The Global Standard in Public Service Education

PAID INTERNSHIP ANNOUNCEMENT

Higher Education Policy Intern Summer 2015

This is an exciting internship opportunity, ideal for a graduate student interested in higher education leadership, program assessment, international education, or nonprofit management.

The Network of Schools of Public Policy, Affairs, and Administration (NASPAA) is a nonprofit association in Washington DC, dedicated to ensuring excellence in public service education and promoting the ideal of public service. We are a membership association of over 280 graduate education programs in public administration, public policy, and public affairs located across the US and around the globe. NASPAA is also the accreditor of master's degree programs in these fields.

NASPAA is seeking a master's student in fields such as public policy, public administration, education, or similar for an internship position for approximately 10-12 weeks during Summer 2015. Students in master's or doctoral programs in related fields are also encouraged to apply.

Primary responsibilities are expected to include, depending on qualifications and interest:

- Researching and writing a report on the effectiveness of NASPAA's accreditation process, as evidenced by the data presented from accredited programs.
- Supporting NASPAA's efforts to assess quality outside of the United States, including researching quality assurance in different regions and helping to support peer review visits globally.

There are typically short additional projects if time allows regarding quality in public affairs education. The internship may also include occasional office duties and projects as assigned.

The individual selected for this position will assist the NASPAA staff in supporting and enhancing programs and services for the association's members; he or she will work directly with senior staff who will provide direction and supervision.

The intern/project assistant position will pay \$13-15 per hour, depending on experience and student status, and can be part time (15-20 hrs/week) or full time (40 hours/week). Fellowship arrangements for doctoral candidates will be considered.

QUALIFICATIONS

- Applicants should have completed at least one semester of a master's program in public policy, public administration, education, or a related field. We will consider applications from individuals seeking graduate or doctoral degrees in related fields appropriate for this position. International students may apply if they possess a visa that permits them to work in the US.
- Strong written skills, especially skill in presenting analysis and messages for public consumption.
- Strong oral communication and interpersonal skills, especially the ability to both lead and take direction from nonprofit committees, and the ability to communicate positively and empathetically with NASPAA member programs.

- Well-organized, a self-starter, and confident in dealing with academics and government professionals.
- Excellent quantitative and qualitative analysis skills.
- An understanding of the subject matter and values orientation of public affairs education and practice.
- A strong interest in public service and public service education, and/or an interest in higher education or program evaluation.
- A desire to work in a non-profit and academic-oriented setting.
- Academic coursework in program evaluation a plus.
- Understanding of education systems in China, Latin America, or Canada a plus.
- Proficiency in English required; Proficiency in Spanish or Mandarin desired.

NASPAA is located in downtown Washington, one block from the McPherson Square Metro station and four blocks from the White House.

Application Deadline

The deadline is rolling. We will start considering immediately, and applications will be accepted until filled. The posting on publicservicecareers.org will be removed once the position is filled-- otherwise potential applicants should assume the position is still open. This internship is a time-limited position and does not include benefits. NASPAA is an equal opportunity employer.

Application Process

Please e-mail your **letter of interest and resume** to projectassistant1@naspaa.org, using the subject line "Application for Summer 2015 Higher Education Internship". A list of references will be required from candidates selected as finalists.

www.naspaa.org