



## Center for Collaborative Education

*Transforming schools for student success*

### Research & Evaluation Internship Posting

#### **Research, Evaluation, & Policy**

The Research, Evaluation, and Policy (REP) team at the Center for Collaborative Education (CCE) is looking for two interns. This is a great opportunity for either an advanced college student and/or a graduate student to gain experience on a small research and evaluation team.

CCE conducts research that informs educational policy and practice to improve equity and student achievement. We also provide program evaluation and technical assistance to schools, organizations and institutions that need evaluation support to assess and improve their education programs. Both our research and evaluation studies use quantitative, qualitative and mixed methods. The interns will work directly with the senior director and senior research associate, and both positions have potential to continue into the fall semester and beyond.

#### Fall Internship opportunities

**Dates:** Early September to end of December

**Hours:** 8-10 hours/week

**Compensation:** \$500 stipend

The intern in this role will have the opportunity to assist primarily on a number of evaluation projects, including on teacher professional development in using performance assessments, personalized learning and STEM (science, technology, engineering and math). The intern will have the opportunity to:

- Assist in data collection and analysis by entering, cleaning and analyzing survey data using Survey Monkey and SPSS
- Create charts, graphs and other figures for reports and presentations
- Draft, review and edit memos summarizing results of data analysis
- Conduct literature reviews/briefs by searching the academic literature
- Assist with other tasks as needed

#### **Qualifications**

Ideally, we are seeking someone with an interest in education, education policy or other social science with excellent writing and organizational skills, attention to detail, and experience with Excel, Survey Monkey, and SPSS.

#### **Application**

Interested applicants should submit a cover letter, resume and brief writing sample to Allison Short at [ashort@ccebos.org](mailto:ashort@ccebos.org).

#### What We Know Intern

**Dates:** Early September to end of December  
**Hours:** 15-20 hours/week  
**Compensation:** \$1500 stipend

The intern in this role will have the opportunity to assist in piloting a new internal project at CCE – our What We Know project, which will focus on identifying and examining the peer-reviewed literature on specific topics directly related to CCE programs (e.g. teacher professional development, alternative student assessments (i.e. performance tasks) etc.). If you can use multiple academic databases, are detailed-oriented and write in a succinct and jargon free manner this internship is for you! The intern will have the opportunity to:

- Develop and conduct a literature review on a specific topic related to CCE programs
- Summarize and report out on findings of literature review
- Assist in the piloting of a new project that promotes use of evidence in education
- Work remotely with ongoing supervision and communication from the Senior Director

### **Qualifications**

This could be an ideal opportunity for a graduate student who wants to build their literature review experience and/or who is interested in one of the topics listed above as a dissertation topic.

This person should also have excellent writing, communication and organizational skills, attention to detail, experience conducting searches of academic literature reviews and access to academic library databases.

### **Application**

Interested applicants should submit a cover letter, resume and literature review writing sample to Allison Short at [ashort@ccebos.org](mailto:ashort@ccebos.org).

## **About CCE**

The mission of the [Center for Collaborative Education](#) (CCE) is to transform schools to ensure that all students succeed. CCE envisions a just and equitable world where every student is college- and career-ready and prepared to become a compassionate, thoughtful and contributing global citizen. To achieve this vision, CCE works at the school, district and state levels in New England and beyond to:

- Create, support and sustain learning environments that are collaborative, democratic and equitable;
- Build capacity within districts and schools to adopt effective practices that promote collaborative, democratic and equitable learning for students and educators; and
- Catalyze systemic change at the school and district levels through district-and state-level policy, research, and advocacy

The Center for Collaborative Education is an equal opportunity/affirmative action employer and is committed to diversity in the workplace by maintaining a staff that represents the voices of the communities we serve.

