IES | **Institute of Education Sciences**

The National Center for Special Education Research is Seeking Summer Interns

From the National Center for Special Education Research at IES

The National Center for Special Education Research (NCSER) is seeking an unpaid summer intern to help us conduct and communicate our work to practitioners, policymakers, researchers, and other stakeholders. Summer interns gain a behind-the-scenes look at how federal grants are awarded and managed, knowledge of current research and methods, and exposure to alternative (nonacademic) career paths.

NCSER supports rigorous research to improve the education and development of children with or at risk for disabilities. We also fund research training programs for individuals ranging from post-doctorates through practicing researchers.

Responsibilities

The intern will collaborate with staff on a variety of special projects. Interns may conduct the following duties:

- Write or review summaries of projects and issues for broad audiences
- Enter and code data about our grantees and research projects
- Plan and attend meetings, briefings, and trainings
- Coordinate social media efforts

Qualifications

Successful applicants must have the following qualifications:

- Be a graduate student or an upper-division undergraduate
- Be currently enrolled in good standing at a postsecondary institution
- Have an interest in education research
- Have experience with software such as the Microsoft Office Suite
- Be willing to devote 20 – 40 hours per week

Students who are familiar with special education research or who have experience conducting, analyzing, or using education research are preferred.

Application Process

1. Fill in the application on USAJobs (https://www.usajobs.gov/GetJob/ViewDetails/555512800).
2. Make sure to state your interest in the Institute of Education Sciences / NCSER
3. Follow up with an email to Amy.Sussman@ed.gov.

Contact

Dr. Amy Sussman at
Amy.Sussman@ed.gov

Deadline

April 30, 2020

Applications will be reviewed on a rolling basis