



NEW ENGLAND BOARD OF HIGHER EDUCATION

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Summer and Fall Policy & Research Internships — Paid, Remote New England Board of Higher Education (NEBHE)

Position Description

The New England Board of Higher Education (NEBHE) seeks candidates for up to four paid internships for summer 2021 (two positions) and fall 2021 (two positions). The internships are appropriate for students at New England postsecondary institutions who are pursuing a degree in higher education, public policy, or related fields. Preference will be given to graduate students with a background in higher education, public policy, or other related area, but junior and senior undergraduates with a similar background or interests are also strongly encouraged to apply. The ideal candidates will be motivated, active learners who can work independently and are interested in New England higher education, higher education policy, policy analysis, and research methods. Basic knowledge of the American higher education landscape — including key policy issues, challenges, and best practices — is required. Interns will have the opportunity to attend NEBHE's fall board meeting in September 2021.

Interns report to the Associate Director of Policy and will work from a virtual office. For interns based in the Boston area, a blend of remote and on-site work may eventually become available.

The summer internships will last eight to ten weeks, beginning in early July; the fall internships will last twelve to fifteen weeks, beginning in early September. The positions pay \$15 per hour (Federal Work Study preferred but not required). Interns will work 10 hours per week, with hours determined by mutual arrangement. Successful past interns have been offered an extended contract to continue working beyond the original term, up to an additional semester.

Responsibilities

- Research and write a research project on a higher education policy issue. *Note: Candidates will be asked about the topic(s) they would like to explore for this project during the interview.*
- Provide support for the NEBHE Policy & Research team's research, data, and policy analysis efforts. Depending on interns' skills and interests, they may assist with a variety of projects and tasks, such as:
 - Data collection and analysis
 - Responding to data requests
 - Constructing and maintaining datasets
 - Researching promising or innovative practices or programs
 - Developing and maintaining knowledge of policy solutions to pressing problems
- Assist NEBHE in collaborating with the New England state legislators, governors' offices, and state higher education leaders
- Support NEBHE's President & CEO on special research projects, as needed
- Assist in the planning and implementation of meetings, conferences, and events, as needed

Skills & Qualifications

- Some knowledge of and a high level of interest in higher education policy and governance, policy analysis, and research methods

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- Completed coursework in higher education, public policy, research methods, or a related field
- Experience working with quantitative datasets and synthesizing academic literature
- Proficiency in Microsoft Office Suite and strong facility with Microsoft Excel
- Strong written and oral communication skills
- Enthusiasm for state higher education policy, the legislative process and data-driven policymaking, particularly in New England
- A commitment to advancing equity in higher education
- Strong time management skills and the ability to balance coursework and the internship
- Proficiency in data visualization software (e.g., Tableau, Power BI) preferred but not required

NEBHE Internship Goals

- Interns complete a research project on a higher education policy issues (to be determined by mutual arrangement) that is published via NEBHE
- Increase the skills, knowledge, and interest of graduate students in state higher education
- Support the advancement of NEBHE’s research and policy agenda, including justice, equity, diversity, and inclusion (JEDI) in New England higher education

Application Process

Please apply by email to smurphy@nebhe.org with a subject line of “2021 Policy & Research Internship — YourFirstName YourLastName” and include the following:

- Résumé
- One-page cover letter describing your interest in and qualifications for the internship
- Your contact information
- Specify whether you prefer to be considered for the summer or fall internship, or no preference

About NEBHE

Established in 1955 by six visionary New England governors, the New England Board of Higher Education (NEBHE) is a regional compact that works across New England to help leaders assess, develop and implement education practices and policies of regional significance; promote regional cooperation that encourages efficient sharing of education resources; and strengthen the relationship between higher education and the regional economy. Based in downtown Boston, NEBHE is a nonpartisan, non-profit organization. Read more about NEBHE at www.nebhe.org.