



Research and Assessment Intern

About Us:

Achieving the Dream — Conceived as an initiative in 2004 by Lumina Foundation and seven founding partner organizations, Achieving the Dream now leads the most comprehensive non-governmental reform movement for student success in higher education history. Together with our Network of [over 300 institutions of higher education](#), [75 coaches and advisors](#), and numerous [investors and partners](#) working throughout 45 states and the District of Columbia we are helping more than 4 million community college students have a better chance of realizing greater economic opportunity and achieving their dreams.

Achieving the Dream (ATD) stands in solidarity with marginalized students and is committed to making equity a reality. We believe that for colleges to advance student success, ensuring equity is paramount. Since our founding in 2004, we have taken seriously our responsibility to support ATD Network colleges in their work to dismantle the structural barriers that students face in our institutions.

Through our Equity Statement, we are setting the direction we expect our colleges to navigate: a direction that reinforces an institution-wide commitment to transformational change that eliminates systemic barriers, addresses student needs, and increases social justice and equity.

To learn more about ATD's commitment to equity, review our Equity Statement: [ATD's Equity Statement](#)
To learn more about our organization and mission, visit our homepage: www.achievingthedream.org

Research Intern (Graduate Level) – Essential Job Functions:

Achieving The Dream is seeking a Research and Assessment Intern who will participate in regular ATD activities and Research and Assessment team meetings over the course of the internship to gain experience with the non-profit setting.

Primary projects/areas of work will include the following:

- Contribute to a capacity assessment alignment project by analyzing data from current applications of the assessment with community colleges. This project will include investigating how community colleges prioritize institutional change work in alignment with their ATD coaches.
- Work with Associate Director, Research and Assessment to propose and conduct an analysis that will be used to inform the team's future work.
- Work as part of the qualitative analysis team to analyze reflection reports that are submitted by ATD colleges each year.
- Participate in team meetings, data analysis, and contribute to the report.
- Partner with Research and Assessment staff to design and report on an event evaluation.
- Employ both quantitative and qualitative research methods in a non-profit applied setting.
- Work collaboratively with a cross-disciplinary research team.
- Write reports for a lay audience to convey research results.
- Other duties as assigned and requested.

Learning Outcomes:

- Formulate questions for research of an appropriate scope, based on information gaps or by reexamining existing information.
- Select research methodologies based on need, circumstance, and type of inquiry.
- Organize information systematically.
- Synthesize information from multiple sources and a variety of perspectives.
- Develop skill competencies specific to an occupation or professional interest.



What You Bring – Professional Skills and Qualifications:

Skills, Abilities, and Requirements:

- Current graduate student (Masters or Doctorate level) in social sciences (education, human development, sociology, psychology, public policy, or similar field).
- Completed coursework must include graduate research methods courses including qualitative and quantitative methods.
- This is a virtual position. In addition to the research skills needed to participate in the work, a strong candidate will be self-directed. The research and assessment team works collaboratively, and good communication skills are an asset to participating fully in the team. This is a learning internship, and strong candidates will have an interest in the fields of education and higher education, particularly in the context of community colleges, along with a desire to explore research in a non-profit setting.
- Proficiency with MS Office Suite, including spreadsheets and word processing. Proficiency in statistics, quantitative software applications such as SPSS, SAS, or STATA; and experience using qualitative software such as dedoose or NVIVO.
- Must be available for sixteen hours a week, including 3-5pm ET on Tuesdays and Fridays; the remaining 12 hours a week can be determined after hiring.

Core Competencies:

Collaboration: Demonstrates respect, humility, and willingness to collaborate when seeking to understand others and making decisions.

Effective Communication: Ability to actively listen and thoughtfully question to create greater understanding and to offer insights that advance problem-solving.

Disciplined Execution: Perseveres in addressing complex issues despite significant obstacles.

Learning Orientation: Embraces challenges, new ideas, and different perspectives as an opportunity to learn; continually seeks out and applies new learning to activate change or improvements.

Culturally Competent: Gain understanding and awareness of others' cultural identity and practices. Creates safe and constructive forums for sharing diverse perspectives and opinions.

Emotional Intelligence: Demonstrates self-awareness and self-regulation and recognizes impact of personal behavior on others.

ATD strongly encourages applicants from diverse and historically underrepresented backgrounds to apply. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the role.

Along with your resume/CV, please provide an unofficial transcript from your graduate work, as well as a cover letter in which you discuss the following:

- How will working at ATD contribute to your post-graduate school goals?
- What qualities, experiences, or other considerations do you believe make you an ideal candidate for this position?

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and



arms; and talk or hear. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

Diversity, Equity, & Inclusion

Achieving the Dream believes that diversity, equity and inclusion is critical to its work and its mission. ATD takes meaningful steps to promote inclusion in its hiring, retention, promotion, and board recruitment, and supports equity work at the community colleges it serves.

Equal Opportunity Employer

Achieving the Dream is committed to creating and maintaining a diverse work environment. Employment policies and decisions are based upon merit, qualifications, performance, and business needs. All qualified candidates will receive consideration for employment without regard to age, race, color, national origin, gender (including pregnancy, childbirth, or medical conditions related to pregnancy or childbirth), gender identity or expression, religion, physical or mental disability, medical condition, legally-protected genetic information, marital status, veteran status, or sexual orientation.