

State Data Policy Internship Program

The State of New Jersey and its research partner, the John J. Heldrich Center for Workforce Development at Rutgers University have multiple openings for its State Data Internship Program. This program is designed to provide practical experiences to graduate students interested in policy research integrating principals of computer science, information science, inferential statistics, and public policy. The position will have primary responsibilities for the continued development of the New Jersey Education to Earnings Data System (NJEEDS). Interns will be assigned to work with one of three state agencies to answer research and policy questions relative to that agency using data in the NJEEDS. There may be opportunities for the intern to author (or co-author), present, or publish using data from NJEEDS. Information about NJEEDS can be found at <https://www.njeeds.org>.

Background

The New Jersey Education to Earnings Data System (NJEEDS) is the State of New Jersey's centralized longitudinal data system and was developed in 2012 through a grant from the U.S. Department of Education. Its core mission is to create a single place where de-identified state education, postsecondary education, employment, and workforce longitudinal data are safely made available to education and training stakeholders and the public for analysis to improve governance efforts, policymaking, and the performance of education and workforce initiatives. Four New Jersey agencies contribute data and resources to the data system. They include:

- New Jersey Department of Education (NJDOE),
- New Jersey Higher Education Student Assistance Authority (HESAA),
- New Jersey Department of Labor and Workforce Development (NJDOL), and
- New Jersey Office of the Secretary of Higher Education (OSHE).

Since 2017, NJEEDS has been hosted at the John J. Heldrich Center for Workforce Development at Rutgers University. While the system has been operational, it has not yet been open to public researchers. In order to better understand how the data system can serve the community and to meet the demand for using the data, the data owners have authorized an internship and training program to higher education students to conduct research for the benefit of state agencies and educational and workforce programs. The grant program is funded by the U. S. Department of Education, Institute of Education Science's Statewide Longitudinal Data Systems Grant (PR/Award #: R372A200035).

Job Responsibilities

Job responsibilities include:

- Processing, cleaning, and verifying the integrity of data used for analysis;
- Utilize predictive analytics, data mining, and/or inferential statistics using data science methods;
- Produce timely and high quality written, tabular, and visual materials for research reports and presentations under the supervision of senior research staff;
- Assist in the execution of research activities, studies and projects, including conducting and writing literature reviews, and undertaking data collection and analysis in the area of postsecondary education policy and workforce development;
- Prepare print documents, web page content and/or other products and graphics using Word, Excel, Power Point and/or other software packages.

Eligibility

This position is open to students at the graduate level attending any higher education institution that is authorized to operation in the State of New Jersey. The ideal candidate should have the following skills and qualifications:

- Very strong writing and analytical skills;
- Possess mature, articulate and tactful communications skills;
- Interest in workforce development or postsecondary education policy;
- High personal motivation, self-management, and detail-orientation and the ability to take responsibility in meeting deadlines and making progress without frequent supervision;
- Motivation to engage in and manage a wide array of intellectual and logistical work, ranging from preparing literature reviews to analyzing data and drafting research papers; and
- Experience in a computer programming and/or a statistical programming (SPSS, Stata, SAS, R, SQL, Python, etc.) language.

In addition, applicants must be available to work between May 29, 2023 and August 25, 2023 and attend the Applied Data Analytics course as a part of their responsibilities. The training is provided for free to those who are hired as an intern (valued at up to \$4,000). Students will also be required to present the results of their internship during a stakeholder briefing in September 2023. Papers will be posted on the New Jersey Education to Earnings Data System website (<https://www.njeeds.org>).

Application Process

Students are asked to submit a cover letter, resume, and graduate transcript.

The hourly pay is commensurate with experience. These positions are anticipated to be around 30 hours per week. The successful candidate should be available to meet at the Heldrich Center located at 30 Livingston Avenue, New Brunswick, NJ. Partial telework may be available depending on the applicant's location within the state.

All offers at Rutgers University are subject to pre-employment conditions that must be met. For this position, you will need to successfully clear a background check investigation and provide proof that you are fully vaccinated and have received a booster (where eligible) against COVID-19 prior to beginning employment unless the University has granted you a medical or religious exemption.

Important Dates

Date	Event
March 17, 2023 at 5pm ET	Application Deadline
March 31, 2023	Intern Notifications
May 29, 2023	Internship Begins
May 29, 2023 1-3pm	Mandatory Orientation
May 29 – June 16, 2023	Applied Data Analytics – Introduction to R (three days/week)
June 19 – August 18, 2023	Applied Data Analytics Course – Data Analysis (Wednesdays 2-4pm)
August 25, 2023	Internship Ends
September 22, 2023	Tentative Date for Stakeholder Briefing